



## **JOB TITLE: HR SYSTEMS & CONTROLS TECHNICIAN – FULL-TIME**

**Job Summary:** The Human Resources Systems and Controls Technician is a regular full-time, entry level hourly position responsible for performing select administrative and Human Resource Information Systems (“HRIS”) functions within the Human Resources department. Additionally, this position is responsible for administering controls and monitoring internal processes over Company assets. The incumbent will report directly to the Human Resources Manager.

### **Duties and Responsibilities:**

- Monitor company assets through internal controls processes. Coordinate with other business units for usage of, and for the timely return, of Company assets.
- Assist with trouble-shooting and setup, and provide support, for company email and online access to company HRIS systems. This includes, but is not limited to, online benefits enrollment, applicant tracking system, internal training & development site, scheduling and other functions
- Assist with all aspects of new hire onboarding process and records retention of both new hires and current employees.
- Assist the Human Resources Manager and Safety Manager with maintaining a variety of files by electronically scanning documents and filing hard copies of documents.
- Assist with daily administration of payroll functions including reviewing timesheet status, following up on missing & unapproved timesheets and employee time-off requests.
- Audits personnel records (new hires, organizational updates, salary changes and terminations).
- Assist in development of standard reports for ongoing HR and operational needs (Overtime reports, overdue evaluations, turnover, unemployment, etc.)
- Assist with maintaining effective day-to-day contact with employees and management to insure harmonious employee/company relationships. Answers employee questions and serves as an information resource to employees regarding policies, benefits and all other applicable programs.
- Under direction of the Human Resources Manager, assist with internal investigations as necessary.
- Maintain organization of and filing of all training documents.
- Serve as organizational point of contact for coordination of I.T. service requests, and for procurement of Company I.T. assets, with identified third party vendor(s).
- Assist with maintaining and tracking Human Resources & Safety department KPI's as indicated on internal HR scorecard.

- Ability to frequently sit, reach, twist and walk for 8-10 hour shifts. Must be able to routinely lift up to 25 lbs.
- Performs other duties as assigned.

#### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Problem Solving* - the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- *Customer Service* - the individual manages difficult customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- *Planning/Organizing* - the individual prioritizes and plans work activities and uses time efficiently.
- *Quality Control* - the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- *Quantity* - meets productivity standards and completes work in a timely manner.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Dependability* - the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety & Security* - the individual observes safety and security procedures and uses equipment and materials properly.

#### Knowledge & Skills Requirements:

Completion of 4-year degree program in either Human Resources, General Business, Management Information Systems, Management or a related program.

Knowledge of Human Resources best practices along with general knowledge of relevant labor laws is preferred. 1-2 years' experience in either the same, or a similar job role, is preferred.

Must be self-motivated, have excellent written skills, verbal communication and strong initiative based work ethic. Applicants must be a minimum of 21 years of age.

This position also requires excellent time management skills as well as very strong analytical and problem solving skills. Candidates must be proficient in MS Office software.

Ability to maintain confidentiality and exercise sound judgement in regards to policies & procedures is required.

*Terrapin Beer Company, LLC is a brewery located in Athens, Georgia dedicated to creating unique experiences through the passionate brewing of the finest-quality craft beers. Employee benefits include health, dental & vision insurance, profit-sharing, 401/Roth IRA options and a rewarding environment based upon our culture, values and mission.*

*Terrapin Beer Company, LLC is an equal opportunity employer and will not tolerate discrimination against any employee or applicant seeking employment on the basis of race, color, religion, creed, sex, national origin, age, disability, sexual orientation, marital status, public assistance status, veteran status, or any other characteristic protected by law.*

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*\*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. \**

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