



## **Aspen Consulting Group (ACG)**

### **Human Resources Administrator (Part Time ~ 20 hours/week)**

#### **Job Summary:**

Aspen Consulting Group (ACG) is a small DOD consulting firm located in Manasquan, NJ. ACG was established in 2001 and has experienced 19 years of continued growth. ACG is looking to hire a part time Human Resources Administrator (HRA). This position is part time to start, but may eventually transition to full time depending on workload. The HRA has the option of working in Aspen's Manasquan facility, working from home or a combination of the two. The HRA will be responsible for all company related HR activities including recruiting, employee relations, benefits, employee performance, policies and procedures, and compliance with all state and federal regulations. Salary is negotiable and commensurate with experience. As a part time Aspen employee, the HRA will be eligible to participate in the company's 401(k) plan and bonus program.

#### **Responsibilities:**

- Develop and implement human resource policies, procedures, and practices.
- Work with the recruiter to recruit and interview candidates; assist managers with candidate selection
- Prepare new employees for employment with the company: establish and conduct orientation, onboarding and training programs.
- Develop a company pay structure
- Maintain employee benefits program; research current benefit trends and recommend new benefit programs; evaluate benefits proposals submitted by vendors
- Act as the principal source of information on company benefits for all employees
- Maintain job descriptions for all positions and ensure compliance with ADA guidelines.
- Manage the employee performance appraisal process; work with managers to both coach and discipline employees; resolve employee grievances; counsel employees and supervisors; and address employee requests for reasonable accommodations.
- Represent the company's interests with respect to HR related legal issues
- Assist former employees with post employment issues including COBRA and unemployment insurance.
- Act as the company resource for information regarding the Family Medical Leave Act, NJ Family Leave Act, and NJ Family Leave Insurance.
- Ensure compliance with all applicable federal and state employment laws
- Work with the IT department to establish an HR information database of employee and company HR records that is easily accessible by company management

#### **Qualifications:**

- 5+ years of experience in all aspects of human resource management
- Proficiency with MS Office

#### **Send Your Resume to:**

- Amy Russell, Corporate Recruiter; [amy.russell@aspenconsultinggroup.com](mailto:amy.russell@aspenconsultinggroup.com); 732-392-6309