

Lawley

INSURANCE | EMPLOYEE BENEFITS

Talent Acquisition /HR Specialist

Position Focus:

- Responsible for the life cycle of Recruitment; including but not limited to; sourcing and tracking candidates, phone screens, interviews (zoom/in-person), and assisting in creating a world-class candidate and associate experience
- Will be responsible for running and managing candidate searches (linked in, Indeed, ADP Workforce Now, etc.)
- Prepare and update employment records/org charts related to hiring, turnover, transfers, and promotions
- Benefits Administration; assist with open enrollment and first-tier Benefits questions from associates
- Orientate new hires to HR policies, procedures, laws, and standards
- Provide support for People Strategy/Human Resource projects including back up to People Strategy Coordinator on recruitment administration (Posting on external job boards and company website, reference checks, new hire paperwork, onboarding, and new hire orientations)
- Position will learn, grow and develop into the backup for HRM/PS Director on Generalist projects such as Compensation, Engagement, Benefits/open enrollment, research (legal and compliance matters), and performance reviews
- Represent the People Strategy Team with support and participation on our internal committees
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

Successful candidates possess:

- Minimum of 2 years recruiting experience in an HR or related position
- Associates' Degree; Bachelor's preferred
- Extensive knowledge of Microsoft Office, Excel, PowerPoint, and Adobe Acrobat. ADP experience is a plus
- A proven ability to exercise a high degree of confidentiality, discretion, and diplomacy
- Ability to adapt to quickly shifting priorities, and support life cycle of recruitment outside of core business hours
- Incredible attention to detail and organizational skills
- Ability to work well independently as well as on a team
- Positive attitude, even in a fast-paced environment
- A passion to make applicants and associates feel important and valued
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses AND annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family-oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.