

## **HUMAN RESOURCE ADMINISTRATOR**

Top tier, well established Lafayette law firm is currently recruiting for a Human Resources Administrator to join the management team and play a key role in the day to day operations of the firm.

With significant growth opportunities, this position helps lead a cross-functional management team and leverages experience and strong leadership skills.

### **Major Responsibilities and Duties:**

- Provide excellent and timely customer service to firm members and support to the management team;
- Handles a variety of human relations areas including staffing, on-boarding, employee relations, and privacy compliance;
- Liaise with legal staff and lawyers to ensure needs are met to maintain work flow allocation;
- Works with the benefits carrier to administer all aspects of employee benefit plans including enrollments, changes, and terminations;
- Develop and maintain Human Resource Information System (HRIS);
- Implement HR strategies and initiatives that align with the overall business objectives.

### **What You Bring to the Role:**

- Bachelor's Degree in HR or related business field;
- Proficient knowledge of Microsoft Office;
- Strong problem-solving, conflict resolution, and organizational skills;
- Ability to manage multiple demands under tight timeframes;
- Exceptional interpersonal and relationship skills.

### **Key to Your Success:**

- Having a professional demeanor with a demonstrated ability to build a culture of value and service.

We offer a congenial work environment, competitive compensation commensurate with experience, and a full benefits program. Our firm strives to nurture the professional development of our support staff through offering comprehensive and ongoing training.

Interested candidates are invited to submit a detailed resume in confidence to [resumes@allengooch.com](mailto:resumes@allengooch.com).