

HR Specialist

Job ID:	6095425	Posted:	October 15, 2009
Position Title:	HR Specialist	Job Type:	Part-Time
Company Name:	San Francisco Giants	Job Duration:	Indefinite
Industry:	Entertainment / Sports	Min Education:	BA/BS/Undergraduate
Job Function:	HR Generalist	Min Experience:	3-5 Years
Entry Level:	No	Required Travel:	None
Location(s):	San Francisco, California, 94101, CA- San Francisco, United States		

APPLY FOR THIS JOB

Email Address: resumes@sfgiants.com

Job Description

Supports the Human Resources team by working on special projects and supporting various HR functions including the compensation and benefits functions, recruitment, employee relations and performance management. This position is part-time and reports to the HR manager. Responsibilities include:

- File documents in employee files
- Conduct employment verifications and process I-9 forms
- Provide benefits administration, resolutions and premium payments
- Process employee transactions and work with payroll to implement changes
- Help coordinate the SF Giants college internship program
- Support the implementation of an HRIS
- Maintain employee records and compliance
- Assist with the administration of employee training programs
- Assist with miscellaneous projects

Job Requirements

- College degree in HR or related field; 2+ years in sports or related industry a plus
- 3+ year experience in HR
- Previous experience with benefits administration and resolution a plus
- Strong customer service skills
- Strong problem solving skills, initiative, and diplomacy
- Ability to prioritize, follow through, meet deadlines and work with minimal supervision
- Expert knowledge in MS Office (Excel, Word, PowerPoint, Visio)
- Strong discretion needed and ability to handle confidential information
- Excellent planning and organizational skills with attention to detail and accuracy
- Must be able to work up to 30 hours/week