Human Resources Associate, Manchester

Apply here: [6104277:Career Search (saashr.com)](https://secure4.saashr.com/ta/6104277.careers?CareersSearch)

* **General Information**

o  Job Title:

Human Resources Associate

o  Location:

* + - 145 Hollis St
    - Manchester, NH, 03101
    - United States

o  Employee Type:

Full-Time

o  Required Degree:

2 Year Degree

* **Description**

Amoskeag Health is a Federally Qualified Health Center (FQHC) and progressive, nonprofit primary healthcare organization that celebrates its 30th year in 2023!  
  
Our team of healthcare professionals positively impacts the health, well-being and quality of life for those we serve providing comprehensive, integrated, affordable healthcare and education to patients.  We utilize a team-based model including embedded Behavioral Health Clinicians as well as Case Managers, Care Coordinators and Community Health Workers.

The **Human Resources Associate** provides guidance and services to employees across the Organization.

* **Requirements**

**Education:**

* 1. Associate’s degree in human resources or related business field; a combination of education and relevant experience may be substituted for the degree.

**Experience:**

* 1. A minimum of 2 years in Human Resources and benefit administration required or related equivalent experience.
  2. Proficiency with Microsoft Office and HRIS systems - UKG/Kronos experience preferred.
  3. Understanding of human resource laws/regulation, policies and procedures
* **Summary**

**Compensation:** The starting rate for this position is $19.19 per hour and can increase depending on experience.

**Responsibilities:**

* 1. Facilitating employee benefit enrollment, status changes and terminations
  2. Serves as the primary point of contact for employees, plan vendors and TPAs regarding benefits related questions and concerns.
  3. Works with the benefits broker to ensure benefits information is updated and ERISA compliant and to address any administrative issues with the carriers
  4. Works with the financial advisor on the 403(b) Retirement plan regarding information for employees and to coordinate on-site meetings.
  5. Works with the HR Director to facilitate the required benefit-related reporting such as OSHA, ACA 1095 forms.
  6. Coordinates and processes annual performance reviews and updates compensation changes in the HR system.
  7. Serving as the point of contact for work-related injuries/issues and as the liaison with the Workers Comp carrier.
  8. Administers all leave of absences.
  9. Facilitating Short Term Disability (STD) claims process, as applicable.
  10. Works with the HR Director to develop, revise, update, and maintain the benefits presentation/ material, as appropriate. Ensures all new hires are educated about the benefit enrollment process.
  11. Assists the HR Director in generating statistics and information needed for the benefits renewal process and retirement plan review
  12. Assists with HR-related projects including annual review of, and updates to, job descriptions

**Benefits:**

Medical, Dental, Vision, 403B with Company Match, Paid Time Off, Life Insurance, Continuing Education Opportunities and more!

*Amoskeag Health has a policy requiring proof of full vaccinations per CDC guidelines, including both COVID 19/Booster and annual influenza.  Staff may request a reasonable accommodation for a religious or medical exemption from these policies, but such a request is not a guarantee that the accommodation can be made.*