

<b>Title:</b> Data Specialist II	<b>Department:</b> Human Resources
<b>Hours:</b> Full-time; 40 hours a week	<b>FLSA:</b> Non-Exempt
<b>Salary:</b> \$16 – 18.00 / starting per hour <b>Range:</b> \$16 – 19.00 / position salary range	<b>Reports to:</b> HR Analyst
<b>Benefits Package:</b> Full benefits package; Medical, Dental, Vision, 403B, Supplemental Insurance and more	

**Overview:**

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Do you thrive in an environment of complex procedure and detail? Would you like to use your data entry and processing experience to help others in a meaningful way? Then this may be the opportunity for you!

Reporting directly to the HR Analyst, this position contributes to the success of Housing Hope by providing administrative support to the Human Resources, Administrative and Technology Department. The position requires a very high amount of attention to detail, procedural “savvy” and the ability to handle multiple priorities and tasks with compassion and professionalism. The position is heavily focused on efficient handling of HR and Administrative processes and data entry. This includes employee onboarding and termination procedures; data entry for Benefits, FMLA, COBRA, job description creation and posting. This is about 90% of the work load and requires an exceptional attention to detail, along with a high level of procedural efficiency.

**Essential Job Duties:**

HR / Admin Assistance

1. High level of data entry and paperwork processing required for vendor sites, benefits enrollments, HRIS and personnel files, related to onboarding or employee transitions.
2. Maintain data integrity, organization and follow complex procedures.
3. Send electronic hiring and benefits documentation; schedule new employee orientations.
4. Process employee account changes via electronic or physical coordination.
5. Maintain job postings, job description library and reporting.
6. Schedule HR events and employee meetings as needed.
7. Complete weekly and monthly reporting.
8. Process background checks and driver abstracts.
9. Make badges and hand out keys as needed.
10. Provide setup, cleaning and take down of meetings and other events, when needed.
11. Assist HR Analyst on projects and tasks as assigned.

### Front Desk Backup

1. Provide backup and coverage of the Front Desk when needed; including coordinating mail, courier, ordering supplies and delivery of packages.

### **Non-Essential Job Duties:**

1. Run errands as needed.
2. Assist, as needed, for backup at Tomorrow's Hope Child Development Center.
3. Participate in committees as directed or requested (Safety, FunHub).
4. Represent Housing Hope at assigned functions.

### **Requirements:**

- At least 4 years of experience in Data Entry, Human Resources or related field.
- Ability to self-check and audit your work.
- Very well organized, ability to prioritize.
- Proficient in MS Office (Word, Outlook and Excel) is a must.
- Typing 45 wpm and 10-key by touch.
- Ability to excel in a fast-paced, deadline driven, time-sensitive position.
- Able to work collaboratively and productively as part of a flexible team.
- Effective telephone and interpersonal communication skills required.
- Routinely produces thorough and accurate work.
- Able to follow verbal and written instructions.
- Professional presentation and appearance.
- Procedure creation and follow-through skills.
- A good sense of humor

### **Preferences:**

- Background with one of the following niches; large amount of data entry work, maintaining multiple priorities, new hiring onboarding, procedural creation and follow-through.
- HR or employee benefits experience a plus.
- Experience with HRIS.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.

- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.