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## **Human Resources Administrator**

Fenway Group is seeking a part-time HR Administrator to join our team. The HR Administrator will support the team in various HR activities such as recruitment, onboarding, employee relations, and HR administration, reporting directly to ownership. The successful candidate will be highly organized, detail-oriented, and able to manage multiple tasks simultaneously.

### **Responsibilities**

- Assist in recruitment efforts by posting job vacancies, screening resumes, scheduling interviews, and conducting reference checks.
- Conduct new hire orientations and ensure that all new hire paperwork is completed accurately and in a timely manner.
- Maintain employee files and HR databases, ensuring that all employee information is accurate and up-to-date.
- Respond to employee inquiries related to HR policies and procedures, benefits, and other HR-related matters.
- Administer HR-related documents such as employment contracts, offer letters, and termination letters.
- Process payroll and maintain accurate records related to employee compensation and benefits.
- Assist in the development and implementation of HR policies and procedures.
- Provide administrative support to the HR Manager, including scheduling appointments, preparing reports, and maintaining HR-related documents.

### **Requirements:**

- Bachelor's degree in human resources or related field preferred.
- 1-2 years of experience in HR administration or related field.
- Knowledge of HR policies, procedures, and employment laws.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office Suite and HRIS systems.
- Ability to maintain confidentiality and handle sensitive information.



### **Work Conditions:**

This is a part-time position with flexible working hours. The HR Administrator will work in an office environment and may be required to work occasional evenings or weekends. Hybrid or remote work is an option for this position.

Note: This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned by the HR Manager or senior management.

**Benefits:** Paid Time Off (48 hrs)

**Job Type:** Part Time (24 hours a week), Hourly Starting \$32.50

**Thank you for your interest in joining the Fenway Group Team!**