



HR CLIENT REPRESENTATIVE JOB DESCRIPTION

Job Title: Project HR Field Rep
Department: Human Resources Department
Reports To: Human Resource Department
FLSA Status: Non-Exempt
Supervise Staff: No

JOB SUMMARY: The Project Based HR Field Rep is responsible for supporting field operations under a specific client engagement with Triton Benefits & HR Solutions by providing the client support and guidance on HR related business matters including employee relations' issues, workforce planning, compensation, payroll & benefit administration, payroll and benefit reporting, HR policy and procedure and employment law practices. You will also provide support to clients in the implementation of the ADP WFN platform and act a project manager for the client and ongoing support afterwards.

ESSENTIAL FUNCTIONS OF POSITION:

- Be the subject matter expert as it relates to clients that implement ADP's WFN HR technology in the areas of Performance Management, Talent Management, Payroll and Benefits Administration, and Time and Attendance.
- Train and help clients on how to use WFN HR technology during implementation and afterwards.
- Support Client with Benefit Enrollment meetings, and Benefit Administration of the Clients group insurance plans.
- Assist in the creation of Policies and Employment Handbooks, and assure policies and procedures are implemented through Payroll Processing and Benefit Administration.
- Coordinates and conducts effective HR training programs as directed and identifies training and development needs of team members supported. Conduct training relative to human resources topics and other training and updates as needed by Client.
- Work with Client to Establish systems and operating procedures for Payroll Processing, Time and Attendance and Benefits Administration during and after implementation of ADP WFN.
- Support Client as needed on Conducting background screening, post jobs and order labor posters for clients.
- Be able to travel to agreed Client worksite for designated assigned schedule.

** The Company reserves the right to add or change duties at any time.*

JOB QUALIFICATIONS:

- Bachelor's degree in human resources, business or related field.
- 3 to 5 years related HR experience required. Payroll experience a plus.
- Human Resources Certification a plus.
- Computer proficiency and technical aptitude with the ability to utilize Microsoft Office Suite
- Knowledge of ADP Workforce Now and Run Payroll/HR/Benefits Systems.
- Be able to travel to Client's worksite and have a clear Motor Vehicle record.

SKILLS:

- Strong knowledge of HR policies and procedures, plus labor, wage and hour laws, including EEOC, AA, ADA, FLSA, etc.
- Excellent oral and written communication skills.
- Strong presentation skills and presentation development.
- Excellent time management and organization skills.
- Well organized and detailed oriented with the ability to multi-task.

JOB DESCRIPTION TERMS OF ACCEPTANCE

I have read the over job description for the position of Client Support Representative at Triton HR. I fully understand the job description. I am able to perform the job and meet the job requirements of the position. I also understand that Triton HR may revise this job description at any time as business needs dictate. I realize that the job description is not intended to be an exhaustive listing of all of the functions of the job, nor is it to limit Triton HR's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment and does not alter the employment at-will relationship.

Please Sign and Date after reviewing the job description:

Employee: _____

Date: _____