

## Position Description

<b>Job title</b>	<i>Senior Support Specialist</i>
<b>Reports to</b>	<i>Human Resources Manager</i>

### Position Summary

The Senior Support Specialist will assist with daily functions in various departments as necessary. Primary departments include Human Resources, Accounting, Information Technology with the ability to assist in any department.

### Primary Responsibilities

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Schedule and/or conduct personnel related training.
- Implements personnel policies and procedures.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, employment law.
- Record accounting financial transactions.
- Update and maintain financial records.
- Track company income and expenditures.
- Substantiates financial transactions by auditing documents.
- Perform account payable transactions.
- Document financial transactions by entering account information.
- Assist with risk management policies and procedures.
- Bill review and breakdown.
- Ordering of materials.
- Other duties as assigned.

### Minimum Qualifications

- Four-year undergraduate degree in human resources, business administration or related field or equivalent experience.
- Minimum of 4 years human resource experience and 1 year of accounting
- Strong PC skills including Microsoft Office
- Excellent interpersonal skills
- Strong planning and organizational skills
- Multi-task and detail oriented
- Strategic, analytical, creative and project management discipline
- Proficient in analyzing data
- Ability to work individually and in a team environment
- Ability to create positive and collaborative working relationships
- Excellent written and verbal communication skills
- Reliable

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### **Working conditions**

This position may be performed at the company headquarters in a traditional office environment full-time or a hybrid schedule of part-time at the company headquarters and part-time at one's remote office. This position routinely uses standard office equipment such as computers, phones, printers, and filing cabinets.

### **Physical requirements**

The physical requirements 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 functions. While performing the duties of this position, the employee is regularly required to talk or hear. This position will frequently be required to sit, stand, walk, stoop, kneel, crouch, use hand to finger, handle or feel, and reach with hands and arms. This position also requires the ability to lift up to 25 lbs. occasionally. Specific vision abilities required by this position include close vision, color vision, peripheral vision, and the ability to adjust focus. This noise level in the work environment is usually moderate.

### **Direct reports**

None

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety to themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. Duties, responsibilities, and activities may change at any time with or without notice.

### **Equal Employment Opportunity Statement**

Wayne Mutual Insurance Company provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic disposition or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

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**Signatures:**

Approved by Management:	
Approved by HR:	
Date:	

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:	
Date:	