



**SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION
IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS
THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.**



Human Resources Specialist

We are currently seeking a full-time Human Resources Specialist to join our team in the Lewiston, Maine office.

Are you a dynamic Human Resource Specialist passionate about making a difference? This role plays a vital part in ensuring the smooth operation of day-to-day HR functions, maintaining compliance, and fostering a positive workplace culture. The ideal candidate will have a strong foundation in HR practices, excellent communication skills, and the ability to handle sensitive matters with discretion and professionalism.

If you are a versatile HR professional with strong skills, thrive in a fast-paced environment, and are passionate about supporting an agency that provides assistance to older people and adults with disabilities so they may lead enriched and healthy lives, then we encourage you to apply!

Responsibilities Include:

- The Human Resources Specialist will work with minimal supervision performing various human resource functions for the agency while following established procedures.
- Providing backup support to the CHRO as applicable and/or during absences.
- Working closely with all employee levels within the agency, as well as with insurance carriers, agents, and brokerage representatives.
- Providing initial employee benefits and enrollment orientation; processing the necessary documentation to initiate, change, and/or terminate employee benefits throughout the employees' cycle of employment; assisting with claims processing and overall benefits management; and administering the COBRA program.
- Maintaining employee personnel files, assuring accuracy, compliance, and confidentiality.
- Collaborating with the Payroll Administrator to assist in the payroll process by verifying timecards, tracking, and recording benefit time as applicable.
- Assisting the recruiter in conducting recruitment efforts for exempt and nonexempt position openings and writing position advertisements as a backup.

Minimum Qualifications:

- Bachelor's degree (B.S.) in Human Resources or related business field and 1-2 years HR generalist experience.
- **OR** 5+ years of direct human resource experience.
- **OR** any similar combination of education and experience.
- Valid driver's license.

Full Benefit Package/Pay:

- Thirteen paid holidays and generous Earned Benefit Time
- Health insurance
- Dental insurance
- Vision Program
- Life and Accidental Death & Dismemberment Insurance
- Short Term Disability Insurance
- Pension Plan
- Employee Assistance Program (EAP)
- Pay: \$21.30 - \$25.00/hour depending on education and experience

Interested candidates should submit a letter of interest and resume to jobs@seniorsplus.org or via mail to:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer