**About isolved**

isolved is an employee experience leader, providing intuitive, people-first HCM technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers — who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

**Human Resources Specialist**

Location: Chandler, AZ

**Job Summary:**

This is a site-based position located at our client location in Chandler, AZ.  Under the general supervision of the Human Resources Manager and Senior Recruiter, this position is responsible for on-site and remote support in areas such as recruitment & selection, human resources information systems (HRIS), employee relations, onboarding, and benefits.

**Core Job Duties:**

* Coordinates with the hiring manager(s) the creation of a recruitment and interviewing plan for each open position.
* Manages applicant activity in applicant tracking system (ATS) including screening, phone interviews, scheduling assessments and updating dispositions in the ATS.
* Conveys offers of employment, coordinates all related preemployment drug and alcohol testing, background checks, physical examinations and completion of the onboarding process.
* Coordinates internal transfer process, including screening and coordination of interviews with hiring managers.
* Participates in weekly meetings with hiring managers and other client representatives to provide status updates on recruiting activities.
* Participates regularly in staff meetings, either remote or in person, and communicates with teammates using Microsoft Teams instant messaging and video calls.
* Conducts, as part of a team, new employee orientations to ensure employees gain an understanding of the company policies and employee benefit plans.
* Assists, when needed, with new hire paperwork, data entry and related processes.
* Works with hiring managers to update job descriptions and obtain executive approval.
* Assists employees with general HR related questions and refers more issues of a more complex nature to HR management.
* Assists employees with employee self-service.
* Assists in conducting exit interviews with terminating employees.
* May travel to client's corporate office in Phoenix, AZ (approximately twice a month) and occasionally travel to other client or employer locations as needed.
* Maintain professional and cordial relations with visitors, customers, vendors, account managers and their staff.
* Cross train for other departmental positions as requested by Supervisor or Management; maintain an awareness of the job duties of other departmental positions and assume the responsibilities when needed.
* Possess a willingness to put in the extra effort and time when necessary.
* Adhere to all policies and procedures as set forth in isolved's Employee Handbook, and any other department specific guidelines.
* Maintain the highest ethical standards at all times.
* Perform all other duties as assigned by Manager, or Senior Management.

**Minimum Qualifications:**

* Computer literate: ability to operate Windows operating system computer. Proficient with Microsoft Excel, Word, PowerPoint, and Outlook. Prior experience with applicant tracking software preferred.
* Basic knowledge of the principles and procedures of the human resources field.

**Education and Experience:**

* Associate's degree (A.A.) or equivalent from an accredited two-year college, technical school, or university preferred; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

*isolved offers competitive total rewards including health & welfare benefits, career development and advancement opportunities, 401k match, annual merit and pay for performance bonus eligibility and a flexible, safe work environment.*

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are.*