

Basics

Job Title Human Resources Administrator
Reports To Human Resources Manager
FLSA Status Exempt
Direct Reports No

About Mizuno

Mizuno USA's roots stem from its parent company, Mizuno Corporation. Mizuno Corporation was established in Osaka, Japan in 1906 by Rihachi Mizuno. Today, Mizuno USA is located in Peachtree Corners, GA and continues to manufacture and distribute high quality golf, baseball, softball, running, track & field, and volleyball equipment, apparel, and footwear.

Since our founding, we have taken special pride and pleasure in being able to participate in the exciting world of sports and providing sports equipment of the highest quality. Each and every one of us is guided by the ideal of true sportsmanship. That was true over 100 years ago and is still true today. It is evident in our corporate philosophy which, simply stated, is "Contributing to society through the advancement of sporting goods and the promotion of sports."

Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member? Do you aspire to join a brand that makes a difference in the communities we serve? Mizuno USA is seeking top performers like you carry on the legacy of one of the world's most iconic sporting goods brands.

Every Mizuno USA teammate is a champion of our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition.

Let us know if you're game-ready!

Summary

The Human Resources Administrator assists in the day-to-day operations of the Department and keeps it running smoothly. This position serves as a liaison between the company and its team members and assists the HR department with employee file information, data entry, monthly reports, I-9 employment eligibility re-verification, and record keeping. This position also takes responsibility for some internal communications. Additional work may include benefits administration tasks and tasks related to various Federal compliance programs.

Essential Duties and Responsibilities

Administrative Responsibilities

- Responsible for processing paperwork and data entry associated with hiring, promotions, transfers, and terminations
- Maintain employee information in various databases, according to regulatory and policy requirements
- Maintain Human Resources process documentation
- Direct job applicants through the application process, including background checks and drug screenings
- Verify I-9 documentation and complete e-Verify process
- Submit and manage requests to outside providers of Human Resources-related services (insurance, benefits, background checks, fleet management, etc.)

- Generate and maintain purchase orders for Human Resources-related goods and services
- Receive, verify, and process invoices for outside services
- Maintain legally required employment posters and other notices
- Responsible for management of company-owned vehicle fleet (registration, titles, insurance, etc.)
- Process and verify changes to employee benefits during annual Open Enrollment period
- File annual regulatory reports (EEO-1 Report, VETS-100, etc.)
- Responsible for annual renewals of Drug Free Workplace and DOT certifications
- Updates HR database with employee change requests and processes paperwork.
- Maintain job descriptions with input from HR Generalist, Department Head and/or Supervisor.
- Assists HR Department with other related duties and projects as assigned

Employee Relations

- Receives and responds to inquiries from Team Members pertaining to Human Resources services
- Communicates established Mizuno USA human resources policies, procedures, and standards and government regulations
- Manage Certificates and Awards for milestone anniversaries
- Responsible for posting birthday and anniversary wishes on Company Intranet

Qualifications

- Bachelor's degree required, preferably in Business, Communications, or a related field
- 2 years of relevant job experience in Human Resources, Accounting, or general administration
- Demonstrated proficiency with the Microsoft Office Suite (Word, Excel and PowerPoint)
- Ability to accurately and efficiently enter employee related data into various computer databases
- 2 years of experience using an HRIS platform like Workday, Oracle, ADP, or similar
- Knowledge of IBM (Lotus) Notes and JD Edwards Enterprise One a plus
- Excellent verbal, written, and interpersonal skills
- Demonstrated problem solving and analytical skills
- Ability to find proactive and creative solutions to routine problems and or process gaps
- Results-oriented, highly motivated, and dependable, with a strong work ethic
- Excellent organization and time management skills
- Working knowledge of state and federal laws and regulations

Physical Demands/Essential Functions

- Prolonged periods sitting at a desk and working on a computer in an open office environment.
- Must be able to lift up to 15 pounds at times.

Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.

Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.

EOE M/F/D/V

Visit <https://www.careers-mizunousa.com/jobs> to apply, or send your resume and cover letter to mizunocareers@mizunousa.com and include the Job Title in the Subject line.