

# Jack Cooper



Job Title: HRIS Specialist	Division: Non-Union
Department: Human Resources	Reports to: VP-Human Resources
Location: Kennesaw, GA Office	Salary Exempt

## Job Summary

This is a full-time on-site role for a Human Resources Information System Specialist located in our Kennesaw, GA office. The Human Resources Information System Specialist will be responsible for managing and maintaining our HRIS, which is **ADP Vantage**, including employee benefits administration, HR processes, and data analysis. This role requires strong analytical skills and expertise in HRIS.

## Job Duties

### **Essential Functions**

- Provide timely, accurate communication and customer service
- Ensure compliance with federal, state, and local employment laws; OSHA and DOT regulations; collective bargaining agreements
- Resolve workflow issues, notifications, and discrepancies within HRIS (ADP)
- Work with other departments to ensure HRIS is communicating correctly to other systems throughout the company
- Serve as primary contact for reporting requests, data system feeds, and analytics
- Ensure I-9 forms are accurately completed and supporting documentation is verified in compliance with applicable laws and regulations
- Process unemployment claims in a timely manner
- Secure signed releases prior to verification
- Coordinate random drug test program; ensure the accuracy of test result documentation
- Track driver's license and physical assessment expiration dates; notify management in a timely manner of pending expirations
- Provide timely responses to claims for unemployment

## Essential Core Values

Our values are the foundation to the culture on which we develop people and deliver results at Jack Cooper. Our values – excellence, integrity, innovation & imagination, longevity, and responsibility-unify us and inform how we work together as a team and how we interact with external stakeholders. As a member of the Jack Cooper team, support and maintain a positive culture by upholding Jack Cooper's values, vision, mission, policies and procedures during the course of daily work performance.

## Job Specifications

### **Requirements**

- **At least one year of experience using ADP Vantage and Workforce Manager**
- Analytical Skills and expertise in HRIS
- Knowledge of general HR processes, including onboarding
- Excellent problem-solving and critical-thinking abilities
- Strong attention to detail and accuracy
- Ability to handle confidential information with discretion
- Ability to work independently
- Ability to multi-task and work effectively with changing priorities

*The content of this position description is not intended to be all-inclusive. At any time, employees may be required to perform additional work-related tasks and assignments as requested by a member of Jack Cooper's management team.*

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- Effective communication and interpersonal skills
- Working knowledge of Word, Excel, PowerPoint, and Outlook
- Bachelor's degree in related field or equivalent professional experience

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