

Human Resources Specialist

We are seeking a **HR Specialist** to join the Confirmation.com team in Brentwood, TN. The qualified candidate will assist in all aspects of Human Resources including, but not limited to, recruiting, onboarding, compliance, benefits, and maintaining employee files. The successful candidate must be proactive, adaptable, curious, collaborative and technically savvy.

Responsibilities

- Develop creative sourcing and recruiting practices to expand talent portfolio and attract qualified candidates
- Source and recruit candidates for active and passive roles including screening resumes and conducting phone screens with potential candidates
- Partner with external recruiting agencies as necessary
- Coordinate hiring and onboarding processes including the administration of background checks, drug screens, I-9s, scheduling orientation, and all other requirements
- Responsible for input, maintenance, and accuracy of employment data for all employees including new hires, compliance checklists, transfers, terminations, etc.
- Maintain employee lists and organizational charts
- All other Human Resources responsibilities as assigned

Qualifications

- Excellent written and verbal communication skills, and the ability to quickly develop relationships
- Ability to plan, multi-task, and manage time effectively
- Working knowledge of Microsoft Office products (Word, Excel, Power Point)
- Proven work experience in Human Resources preferred
- Bachelor's degree in related field preferred
- Ability to work in a fast-paced, high growth environment where there is a high-volume of incoming/outgoing requests as well as multiple priorities that sometimes change at the last minute
- Ability to maintain the highly confidential nature of human resources work

Compensation

- Compensation depends upon experience and education.

About Confirmation.com

Confirmation.com is the world's leading provider of secure online confirmation services. Today, more than 16,000 accounting firms use Confirmation.com to send audit confirmation requests to companies, financial institutions, and law firms worldwide. For more information, visit Confirmation.com.