

HR SPECIALIST / RECRUITER

Caleris, a leading Business Process Outsourcing company with 4 Iowa locations, is seeking a Human Resources Specialist/Recruiter. Caleris is based in West Des Moines with customer support centers in the Iowa communities of Newton, Manning and Jefferson. The position will be based in Newton with limited travel required to other Iowa sites.

RESPONSIBILITIES:

- Administer and provide guidance for company policies and procedures.
- Investigate and resolve personnel issues.
- Lead interviewing and hiring processes.
- Conduct new hire and benefit orientations.
- Process payroll.
- Process benefits enrollments and changes.
- Guide disciplinary procedures.
- Investigate and participate in unemployment hearings.
- Maintain employment records and complete required reports.
- Ensure compliance with government regulations.

REQUIREMENTS:

- Considerable knowledge of state and Federal regulations regarding Human Resources.
- Ability to communicate effectively – written and orally; one-on-one and to a group.
- Ability to establish and maintain effective working relationships with all levels of employees.
- Ability to organize and work independently.
- Proficiency in Microsoft Office products including Word, Excel and Outlook.

DESIRED EXPERIENCE:

- 3+ years of experience Human Resources management.
- Experience with ADP processing is a plus.

Caleris offers compensation commensurate with experience and competitive benefit plans.

ABOUT CALERIS

Caleris is a leading Business Process Outsourcing firm headquartered in West Des Moines, Iowa. With 3 support centers in the Iowa communities of Manning, Jefferson and Newton – Caleris is a rapidly growing company that delivers customer & corporate helpdesk support for a variety of clients. From telecommunication carriers to insurance companies, Caleris provides leading end-user support via phone, email, and chat. At Caleris, our people make the difference – dedicated to enhancing each customer experience. Our clients value our commitment to keep jobs in America. **Outsource to Iowa not India!**

WHY CALERIS

Caleris has created a culture of respect & integrity, placing the highest value on our team. We offer competitive wages and comprehensive benefits including Medical, Dental, Life, Disability, and 401k. Timely incentives,

rewards and recognition foster an environment where our team stays motivated and engaged. Opportunities for advancement are available to those who excel. **If you want to love what you do... join the Caleris team.**