



ATC, LLC



HR- SAFETY SPECIALIST JOB DESCRIPTION

DEPARTMENT: HUMAN RESOURCES	REPORTS TO: HR DIRECTOR & SAFETY DIRECTOR
JOB TYPE: HOURLY	DATE POSTED: N/A

SUMMARY:

The HR Safety Specialist will assist the Human Resources Director and Safety Director in hiring, training, and managing records for team members that hold Driver and Service positions at all companies. This position will also help plan programs and processes designed to improve employee welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain vital employee records and ensure operational safety compliance of all staff.
- Manage DOT and FMCSA files needed to stay in compliance (MVR's, Drug Screens, Registrations, Driver List, Medical card submission, etc.)
- Manage new hire process for both pre and post-employment.
- Maintain driver certification lists and monitor expiration dates.
- Maintain truck records for compliance with state and local government regulations.
- Assist in department compliance audits.
- Maintains compliance with Federal, State, and Local regulations concerning employment.
- Administer and communicate employment policies, procedures, and programs.
- Maintain records of all Safety Programs, meetings minutes and audit reports
- Assist with other projects as assigned by management.

QUALIFICATIONS/SKILLS:

- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly.
- Demonstrated ability to maintain professionalism and confidentiality.
- Ability to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Ability to work independently and as part of a team.
- Extremely organized, detailed oriented, offering follow-up skills, with the ability to maintain accuracy while managing multiple deadlines in a growing company environment.
- Strong critical thinking skills and work ethics.
- Ability to respond, analyze, interpret, and investigate inquiries from employees and state and local agencies.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- Minimum of 2 years' experience or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities apply.
- High school diploma required, bachelor's or associate degree a bonus.
- Proficient in use of Microsoft Excel and other Microsoft Office products.