

## Employment Opportunity – HR Systems Analyst

Thiele Kaolin Company, a major producer of coating and filler clays, is currently recruiting for a HR Systems Analyst. This position is located in the Human Resources Department in Sandersville, Georgia.

### MAJOR DUTIES:

- Manage Benefits module of the HRIS system.
- Provide specific reports as requested.
- Write procedures for system processes.
- Authorize payment of various invoices and maintain applicable information.
- Manage records of costs and analysis for specific benefits.
- Provide information to benefits consultants as needed.
- Provide data to Company's actuary as needed.
- Collaborate with various benefit areas to prepare and distribute Employee Benefit Statements, periodically.
- Participate in Open Enrollment process as needed.
- Document compensation activity as appropriate.
- Ensure compensation activity is accurately maintained in the HRIS system.
- Develop organizational charts quarterly and as requested.
- Maintain specific files (hard copy and electronic)

### MINIMUM QUALIFICATIONS INCLUDE:

- Must be fluent with Microsoft Office Suite; highly proficient in Excel.
- College Degree required. Experience will be considered.
- Proficient written and oral communication skills.
- Strong attention to detail.
- Efficient time management, administrative, and organizational skills.
- Proven ability to be professional in all situations; multitask and meet deadlines; understand and follow directions and policies; work through problems and bring resolution.
- Must display a strong ability and willingness to work through trial and error to accomplish resolution.
- Ability and integrity to handle highly confidential information.
- Strong ability to work both independently and as a productive team member.
- Knowledge in HR, Benefits, and Employment and Labor Law.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance.

Qualified Candidates should email a resume to [latonya.martin@thielekaolin.com](mailto:latonya.martin@thielekaolin.com). Please note "HR Systems Analyst" in the subject line.

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

**Thiele Kaolin Company is an Equal Opportunity Employer.**

**Thiele Kaolin Company is a Drug Free workplace.**

