**Temporary HR Specialist Needed**

* Bachelor’s in Business, Human Resources, or related field required.
* Ability to work with all levels of employees; handle and protect highly confidential information.
* Strong ability to adapt in a fast-paced environment.
* Excellent written and oral communication skills.
* Ability to maintain and handle confidentiality related to sensitive information.
* Excellent customer service skills with both internal and external customers.
* Detailed oriented and proficient analytical skills.
* Ability to manage multiple tasks; such as telephone inquiries & projects with excellent organizational and follow-up skills.
* Proficient with Microsoft Office suite (Outlook, PowerPoint, Word; Super user in Excel required)  SAP and KRONOS experience preferred.
* Handle Human Resources data processing, inquires, tracking and reporting for HR related programs (FMLA, absenteeism, labor relations, benefits, payroll, hiring, union dues, variable comp, overtime, training, New In Position, and dashboard management)
* Support Payroll and HR Data management process.
* Assist in recruitment processes including career fairs, interviews, pre-boarding and onboarding.
* Maintain files and records (both manually and electronically).
* Event planning, organization, and budget tracking.
* Assist in communications
* Facilitate Better World Initiatives (Habitat for Humanity, United Way, etc.)
* Answer internal and external inquiries from employees and external customers.
* Provide administrative support for General Manager and Human Resources Manager.
* Must have flexible hours to meet business needs, but generally will be 8-5.

Apply online at: [www.buschjobs.com](http://www.buschjobs.com)

Contact:

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