



Archbold

Archbold Expeditions, Inc.
(includes Archbold Biological Station and Buck Island Ranch)
Human Resources Specialist

Archbold Biological Station www.archbold-station.org, is a one-of-a-kind not-for-profit biological field station dedicated to the study of Florida's life, lands, and waters. Archbold focuses on science, conservation, and education to preserve Florida's ecosystems and working lands for generations to come.

Archbold is seeking to hire a Human Resources Specialist. This is a full-time 40 hours/week position for on-site office work in a historic building located south of Lake Placid, Florida. General workdays Monday through Friday; occasional late days may be required to prepare for quarterly meetings.

Essential Duties and Responsibilities

- Maintain accurate, updated and confidential personnel files.
- Become proficient with APS Payroll and HR Platform
- Process new and transitional employees and interns: including background screenings and/or motor vehicle records checks, appointment letters, benefit enrollment, employment eligibility, update employee listings and employee orientation.
- Assist with recruitment by preparing visa documentation and related tasks, working with research supervisors as needed.
- Maintain and update job descriptions.
- Maintain and update employee information on the intranet and the organizational charts.
- Cross-train to provide back-up assistance with payroll processing.
- Maintain and update the Employee Handbook and human resource policies.
- Ensure communication of new or revised policies, procedures, laws, standards and government regulations to employees.
- Organize, coordinate and monitor timely completion of annual performance reviews for all employees, following up with annual letters and benefits statements.
- Prepare reports on salaries and benefits for the annual budget process.
- Manage benefits administration process, i.e., new employees, terminations, changes, annual open benefits enrollment.
- Assist with Workers Compensation cases, compiling and reporting information to file claims for employee and insurance carrier.
- Provide guidance to employees on HR policies and procedures.
- Assist in the development and implementation of culture and community plans.

Required Education and Experience

- Associate or Bachelor's degree in business management, human resources or related field highly preferred.
- 2+ years of HR experience or relevant work experience

Competencies and Additional Eligibility Qualifications

- Excellent communication skills, both verbal and written.
- Ability to maintain confidentiality.
- Ability to communicate with others, via telephone or in-person, in a professional and helpful manner.
- Proficiency in the use of computers, search engines, Microsoft Office tools, Outlook and team share points.

- Strong attention to detail and ability to self-organize.
- Ability to perform assigned tasks independently, with accuracy and attention to detail.
- Excellent organizational and administrative skills.
- Possess a valid drivers' license with a good driving record as determined by Archbold's insurance carrier.
- Pass a background check.

Travel

Incumbent may occasionally travel to conferences, special events, meetings, workshops, site visits, or other gatherings, generally within Florida.

Work Environment

Most work will be in an office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, and projectors. The incumbent may occasionally enter a laboratory setting with possible exposure to potentially hazardous materials and is required to wear appropriate protective clothing and equipment when around these materials. Occasionally visits project sites in conditions that may include inclement weather, heat and humidity.

Physical Demands

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work at a computer for long periods of time, talk or hear, travel between offices on our campus and/or use virtual meeting technology; and rarely required to lift, push, and pull items up to 15 pounds; climb stairs; reach stoop, bend, kneel, crouch or crawl. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it's designed to give the general nature and level of work to be performed by an employee assigned to this job title.

Compensation and Benefits

Compensation commensurate with experience. Benefits include health, dental, vision, long-term disability, and life insurance, 11 paid holidays, accrued vacation and sick leave and retirement plan with matching contributions after one year of service.

To apply, send a resume, cover letter and contact information for three references to Bonnie Wolff Pelaez (bpelaez@archbold-station.org). Review of resumes will commence immediately. Position will remain open until filled. Must have U.S. citizenship or current authorization to work in the U.S.

Anonymous demographic survey / Affirmative Action Policy

We ask all applicants to fill out [this anonymous survey](#) to help us track long-term trends in the demographics of applicants. Your responses will not be associated with your application or shared with hiring managers.

- Questions include those about race, age, ability, education, gender, and sexual identity.
- All questions are optional.
- The survey is confidential. None of the information will be shared.

These data are aggregated annually by Human Resources,

Archbold Expeditions is committed to integrating diversity, equity, and inclusion principles into our organization. Archbold does not discriminate on the basis of race, gender identity, sex, sexual orientation, marital status, age, ability, ethnicity, political ideology, religion, national origin, and all other classifications protected by federal, state, or local law. Archbold Expeditions is an equal opportunity employer and encourages applications from members of underrepresented groups.