Legacy is seeking a full-time *Human Resources Administrator* to work at our Corporate office in Milford, Michigan. This position is a vital part of our team and will support overall HR Operations with various administrative and HR specific tasks. This position will be responsible for entering new hires and terminations, processing background investigations, scheduling drug screenings, data integrity, auditing, tracking, and providing accurate reporting. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

* Bachelor’s degree or equivalent experience preferred
* Minimum of 3 years of experience in Human Resources
* Exceptional attention to detail and organizational skills
* Must have the ability to work independently and maintain confidentiality
* Strong knowledge of federal/state/local employment laws
* Excellent verbal and written communication skills
* Strong analytical skills with the ability to manage multiple priorities and keep accurate records
* Proficient in MS Office products
* Experience working with ADP Workforce Now or equivalent preferred
* Valid driver’s license and reliable transportation

Qualified candidates should email your resume to: recruiting@legacypmc.com

*An Equal Opportunity Employer*, *our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy’s achievement as well.*