



**Position Overview**  
**Senior Human Resources Specialist**

**The Company:** Advantage Sales and Marketing, LLC (ASM) is one of North America's leading sales and marketing agencies specializing in outsourced sales, merchandising, category management and marketing services to manufacturers, suppliers and producers of food products and consumer packaged goods. ASM services a variety of trade channels including grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, consumer electronics and home centers. We bridge the gap between manufacturers and retailers, providing consumers access to the best products available in the marketplace today.

**Job Purpose**

The Senior Human Resources Specialist is responsible for the daily execution of a specific functional area (Recruiting, Payroll, HR Data, Staffing, Benefits, Training, Systems (HRIS), and Auto). This subject matter expert is responsible for administering and implementing programs to support the HR Directors and HR Managers. The candidate must have proven ability to proactively address issues.

**Job Responsibilities**

1. Systems Management: engages support for the Company systems and understands the connectivity and automated systems work flow process. Assists in furthering an automated Human Resources environment.
2. Subject Matter Analysis: Investigates issues, identifies root problems, reports alternatives, and analyzes data.
3. Report Writing: identifies, creates, and implements reports as a "checks and balance" for department and managers; provides meaningful analysis.
4. Maintenance of Associate Files: keeps accurate and complete records on all associates secure and according to all state and federal regulations as well as Company policy.
5. Management/Financial Reporting: generates management/financial information on request and complies with management/financial records policies.
6. Human Resource Initiatives: understands and assists with department's direction, initiatives, and priorities.
7. Special Project Management: project management and completion in an accurate and timely manner.

**This is a list of the major responsibilities, duties, and physical demands required of this position and may not be all-inclusive.**

**Contact Information:** Are you passionate about Service Excellence, Results, Integrity, Entrepreneurial Focus and Leadership? These are our values at ASM. Come learn why "Winning Together" is more than just words on a piece of paper. It is the vision by which we live our mission as an organization: *"To create outstanding value for clients and customers through superior sales execution, operational excellence and innovative marketing services."*

**For immediate and confidential consideration please contact:**

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*Principals only please*

*Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.*