

Albertsons Companies is at the forefront of the revolution in retail. We have a new vision: forging a retail winner that is admired for national strength with deep local roots, that offers an easy, fun, friendly and inspiring experience, no matter how a customer chooses to shop with us. We want talented individuals to be a part of this journey!

A \$60B company with 2,300+ stores, 20 distribution centers, and 18 food and beverage plants make us one of the largest retailers in the United States. With stores in 34 states serving 34 million customers, our foundation is our 20 well-known grocery banners with an eclectic and legendary history. Across the nation, we are moving the needle through innovation.

#### **POSITION PROFILE:**

Do you understand HR's role is to create a fantastic associate experience, and you work hard every day to ensure that associates are at the center of your decisions? Do you want to drive culture and know that building and maintaining connections are what make you successful? Do you love metrics and gathering data that can be used to help drive decisions? Do you want to be a part of a corporate HR team who is focused on Making Every Day a Better Day for their teams and those they partner with?

If you answered yes, we have a great opportunity for you!

#### **DUTIES AND RESPONSIBILITIES:**

- Provide general support to Human Resources team through research, coordinating metric reports, and assisting in answering associate and division HR team's requests.
- Provide Associates with assistance regarding benefits, payroll, forms, etc.
- Responsible for maintaining accurate HR Database records, including conducting data integrity audits as well as identifying process improvements and working with HR management to streamline.
- Coordinate new hire onboarding, including completing automated new hire records, training, and scheduling and facilitating orientations.
- Perform Employment Eligibility process for new hires.
- Support and help drive other HR projects/programs such as, payroll processing, document retention, talent management, etc.
- Maintain confidentiality of all employment records and employee relation information.
- Other projects as assigned.

#### **JOB REQUIREMENTS:**

- Ability to follow verbal or written instruction.
- Possess a good understanding of office environments and procedures with demonstrated skills using personal computers and PC based systems.
- Working knowledge of Microsoft Office programs (Word, Excel, Outlook, Access, etc.).
- Ability to handle sensitive and confidential information related to HR.

- Deal effectively with a wide variety of people both in person and over the telephone.
- Good understanding of practices and procedures related to HR duties.
- Possess working knowledge of American with Disabilities Act, Employee Rights & Privacy, FMLA and Workers' Compensation

**KNOWLEDGE AND EXPERIENCE:**

- Some college or vocational education experience preferred.
- Previous experience, at least 2-3 years in HR related position where some understanding of the laws, rules, and regulations related to assigned job responsibilities has been gained.

Interested candidates are encouraged to apply by visiting [www.AlbertsonsCompanies.com/Careers](http://www.AlbertsonsCompanies.com/Careers).

The office location is at Albertsons Corporate office in Boise, ID however due to COVID this position will temporarily work from home until the end of the year 2020.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this job classification. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.

Diversity is fundamental at Albertsons Companies. We foster an inclusive working environment where the different strengths and perspectives of each associate is both recognized and valued. We believe that building successful relationships with our customers and our communities is only possible through the diversity of our people. And a diverse workforce leads to better teamwork and creative thinking, as well as mutual understanding and respect.

The Albertsons Companies' policy is to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, religion, sexual orientation, gender identity, national origin, sex, age, disability, veteran status, medical condition, marital status or any other legally protected status.

We support a drug-free workplace. All applicants offered a position are required to pass a pre-employment drug screen before final employment.

**AN EQUAL OPPORTUNITY EMPLOYER**