



Title: **HCM Administrator (YMCA)**

Location: Any Location/Hybrid/Remote

### **JOB SUMMARY**

The **HCM Administrator** plays a critical role in supporting daily Human Capital Management operations across HR administration, compliance, benefits, and HRIS support. This role works closely with Payroll, HRIS, HCM Consulting, and client-facing teams to ensure accurate, timely, and compliant execution of employee lifecycle activities while delivering a high-quality employee and client experience aligned with Creative Planning Payroll's mission and growth strategy.

### **JOB DUTIES**

- Provide shared-services HCM support in accordance with established service level agreements.
- Process employee lifecycle events including new hires, job changes, and terminations.
- Upload, maintain, and manage HR documents within employee digital personnel records.
- Perform employee master data entry and maintenance within HRIS systems.
- Run standard and ad hoc HRIS reports to support operational and strategic needs.
- Assist employees and managers with access to and troubleshooting of HR self-service portals.
- Respond to and manage unemployment claims.
- Support health, welfare, retirement, and benefit administration, including new hire enrollment, open enrollment, and life events.
- Utilize retirement administrator portals to track eligibility and enroll employees in employer contributions.
- Administer and track leaves of absence in accordance with policy and regulatory requirements.
- Monitor training compliance and license or certification renewal requirements.
- Maintain accurate and timely HRIS and applicant tracking system data.
- Perform other duties as assigned in support of HCM operations and organizational priorities.

### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- At least 1 year of experience in HR administration, HR operations, recruiting administration, or HCM service delivery.
- Associate's degree required; Bachelor's degree in business administration, human resources, or a related field preferred, or equivalent experience.
- Solid practical knowledge of medical, dental, vision, life, YRetirement, and other employer-sponsored benefit plans.
- Strong attention to detail with the ability to manage sensitive and confidential information.
- Excellent organizational and time-management skills with the ability to meet deadlines.
- Strong verbal and written communication skills.
- Ability to work collaboratively across cross-functional teams.
- Working knowledge of federal, state, and local employment laws and regulations.

**PREFERRED EXPERIENCE/QUALIFICATIONS**

- Experience supporting shared-services or multi-client HCM environments.
- Experience supporting benefits, retirement, and leave administration.
- Experience supporting recruiting workflows and applicant tracking systems.
- Familiarity with compliance auditing, reporting, and documentation standards.

**TECHNICAL SKILLS**

- Proficient in Microsoft Office Suite (Outlook, Word, Excel).
- Experience working within HRIS and applicant tracking systems.
- Familiarity with UKG Pro.
- Experience using collaboration and communication tools such as Zoom meetings and Zoom Phone.