



Job Title: HR Operations & Talent Specialist  
Location: Carmel, Indiana  
Supervisor Title: Human Resources Manager

### About SePRO

SePRO Corporation is a specialty environmental products company committed to protecting, preserving, and restoring nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

### Job Overview

At SePRO, we understand that our company thrives when our employees thrive. We are seeking an outstanding team player with high learning agility who is committed to delivering excellence and outstanding partnership in every facet of the Human Resources function. The *HR Operations & Talent Specialist* will manage a blend of administrative and strategic responsibilities, supporting key functions including recruiting operations, onboarding and offboarding processes, HRIS administration and audits, payroll administration, benefits and leave support, and the delivery of centralized HR help desk services to employees.

### Key Responsibilities

- Manage recruiting operations across hourly and salaried roles, including job postings, sourcing support, and interview scheduling.
- Coordinate onboarding and offboarding logistics, including completion of internal checklists, I-9 and E-Verify compliance, equipment provisioning, and orientation scheduling for onsite, remote, and field-based employees.
- Administer and audit HRIS data to ensure accuracy of employee census information, key milestone dates, cost centers, locations, workflows, and standard reporting.
- Support payroll administration for hourly and salaried employees, including processing coordination and timely issue resolution.
- Provide benefits and leave administration support, including enrollment assistance, coordination of carrier feeds, employee guidance, and resolution of benefits-related issues.
- Contribute to human resources compliance efforts by ensuring policies, procedures, and practices align with applicable employment laws and HR regulatory requirements.
- Operate a centralized HR help desk with dedicated support channels for Manufacturing and Field employees, ensuring timely responses aligned with established service-level agreements (SLAs).
- Support the planning and execution of corporate and employee engagement events designed to foster collaboration, strengthen team culture, and reinforce the SePRO organization.

### Job Requirements

- Bachelor's degree in Human Resources or a related field.
- Minimum of 2 years of experience in a Human Resources role, with exposure to payroll and benefits administration.

- Experience working with ADP or a similar HRIS platform.
- Demonstrated ability to initiate, implement, and lead projects to successful completion.
- Strong ownership of work, with a sense of urgency, enthusiasm, commitment, persistence, and exceptional attention to detail.
- Excellent organizational skills, with the ability to manage multiple priorities effectively in a fast-paced environment.
- Commitment to providing outstanding business partnership and employee-focused customer service.
- Excellent verbal and written communication skills, with strong interpersonal abilities.
- Proficiency in Microsoft Excel, Word, and PowerPoint.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.