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**Human Resource Assistant**

**Department:** Administration  **FLSA:** Non-Exempt

**Reports to:** Human Resource Director

**GENERAL DESCRIPTION**

Under direct supervision of the Human Resource Director, the Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department. Their duties include documenting staff changes, onboarding tasks, processing payroll updates, benefit enrollments, reports, and answering basic employee inquiries.

**ESSENTIAL JOB FUNCTIONS**

Maintains accurate and up-to-date human resource files, records, and documentation both on paper and electronically.

Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.

Maintains the integrity and confidentiality of human resource files and records.

Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

Administers programs including: random drug screening, online training, performance management system, benefit portal updates, surveys, Hepatitis B immunizations

Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

Assists with Safety Committee meetings and programs

Conducts or assists with new hire orientation; creates new hire packets

State reporting of new hires/terminations

Prepares reports to respond to public information requests

Assists with planning and execution of special events such as the annual benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

Assist with employee wellness program planning and execution

Research and reports as needed

Performs other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

Excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.

Excellent organizational skills and attention to detail.

Proficient with Microsoft Office Suite or related software.

Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

**EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent with 1 year of experience or associates degree in human resources preferred. Minimum 2 years office administrative experience.

**PHYSICAL REQUIREMENTS**

Must be able to perform the basic life operational functions of stooping, reaching, walking, pulling, fingering, grasping, feeling, talking, hearing and repetitive motions

Must possess the visual acuity to prepare and analyze data and figures; take and transcribe notes, operate a computer terminal and do extensive reading and determine the accuracy, neatness and thoroughness of work assigned

Must be able to perform sedentary work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**