

Job #	HR03	Status:	Non-Exempt
Job Title:	Human Resources Assistant	Reports To:	Human Resources Manager
Department:	Human Resources	Position Type:	Full time

While no Job Description can possibly include all duties that may be required by the Association, the following is a summary of the primary responsibilities of the position.

POSITION SUMMARY

The Human Resource Assistant will perform duties at the professional level in some or all of the following functional areas: clerical and administrative duties for the Human Resources Department such as: providing excellent customer service; answering in-person inquiries from employees and vendors; scanning, data entry and filing. Initiate and maintain a variety of confidential personnel files and records. Ensure the timely and accurate billing of various personnel benefits. The HR Assistant must be sensitive to the Association needs, employee goodwill and the business needs.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Support and assist all HR-related responsibilities, including but not limited to: on-boarding, benefits, training programs and recruitment.
- Process unemployment claims
- Process disability claims
- Schedule and organize meetings, sort and distribute mail: maintain employee and department files.
- Assist in the recruitment process: phone screening, set up phone and in-person interviews.
- Assist in administering the employee benefits program, open enrollment and activities
- Process vendor invoices for payment
- Process employee verifications
- Process employee garnishments.
- Prepare exit package
- Prepare new hire package
- Administer the Above & Beyond Employee gift awards
- May prepare internal employee communications regarding compensation, benefits, or company policies.
- Notifies third-party administrators of new hires and terminations.
- Support employee engagement activities.
- Provides support for all human resources related activities.
- Adhere to Federal and State laws and regulation.
- Any other duties needed to help fulfill the Associations Mission, abide by the Association’s Values and fulfill the Association’s Strategic Objectives.

KNOWLEDGE AND SKILLS REQUIREMENTS

- High school degree or equivalent
- 1 year of Human Resources experience, or equivalent.
- Proficient at Microsoft Office Suite of Products.
- Strong interpersonal skills.
- Ability to organize and prioritize.
- Detail oriented.