



JOB DESCRIPTION

Title: HR Assistant

Date: Feb 26, 2024

Classification: Hourly

Reports to: HR Manager

JOB SUMMARY:

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.

FUNCTIONS TO BE PERFORMED:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- 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.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, and fixing processing errors.
- Will work with the accounting department to handle certain accounting-related HR functions.
- Works with external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation and benefits enrollment.
- Performs other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills, able to manage sensitive and confidential situations with professionalism, tact, and diplomacy.
- Excellent organizational skills, and attention to detail.
- Proficient with Microsoft Office Suite, human resource information system (HRIS), and similar computer applications.
- Able to understand and follow written and verbal instructions.
- Able to maintain regular attendance at work.
- Able to sit for prolonged periods of time, and lift up to 20lbs if needed.

PREFERRED QUALIFICATIONS:

- High school diploma or equivalent required, associates or higher in business or related field is preferred.
- Two years of administrative or accounting experience preferred.
- Highly Skilled in Excel.