

## **Human Resource Assistant**

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department. An HR assistant is expected to be a conceptual thinker with superb organizational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and work in a fast-paced environment.

To ensure success, the HR Assistant should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration. Top candidates will be superb at problem-solving, efficient in scheduling and precise in the recruitment process.

### **Duties Include:**

- 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.
- Performs periodic audits of HR files and records to collect and file all required documents appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions, including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Conduct phone screens and follow up with all parties as part of the recruitment process.
- Assists with planning and executing special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

### **Qualifications:**

- 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.
- Associate's degree in related field required.
- Prior related office experience preferred.