



Human Resource Administrative Assistant OPEN

Position Type: Non-Exempt
Category: Part-time position
Classification: G
Reports to: Human Resource Manager

Summary/Objective

The Human Resource Assistant is responsible for the administrative support of day-to-day human resource operations.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADMINISTRATIVE DUTIES

- Prepare job opening announcements for posting on various job sites
- Process applications and resumes as requested maintaining files per HR retention policies and procedures
- Handle employee application intake processing I-9s and other employee documents
- Assist with preparation of annual performance review process
- Assist with recruitment and interview process tracking status of candidates, scheduling interviews, and following up with applicants
- Understand all employees benefits and assist with annual Open Enrollment
- Process background checks for employees
- Understand and interpret basic HR policies and procedures with staff
- Coordinate updates to the Staff Portal Webpage in cooperation with Communications Department
- Process purchase orders requests and make purchases as requested
- Assist payroll manager in maintaining employee files as directed
- Keep staff organizational chart up to date and create employee nametags and building door signage as needed
- Work with HR manager on various projects throughout the year such as monthly staff meeting, other all-staff gatherings and activities, birthday acknowledgements, and other employee recognition
- Maintain high standards of confidentiality of all employee records and information

Competencies

- Competency in Microsoft Office software and other web-based technology with ability to learn computer programs quickly and use them proficiently (e.g. Arena church management system, event scheduling & registration software, and calendaring software)
- Understand basic finance and budgeting processes
- Effective written and verbal communication skills
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Associate degree in business administration or human resource related field preferred
- Two (2) – three (3) years of related experience preferred

Supervisory Responsibility

This position does not have supervisory responsibilities.

Work Environment

This job operations in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Tuesday - Thursday, 12-15 hours per week.

Travel

There is no travel required for this position.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.