



## JOB DESCRIPTION

**Job Title:** Human Resources Assistant

**FLSA Status:** Non-Exempt

**Date Revised:** June 27, 2016

**Job Code:** HRA

### Job Purpose/Summary

Under the oversight of the Human Resources Director, the Human Resources Assistant will perform HR-related duties on a professional level and will work closely with senior management in supporting the needs of the organization. This position carries out responsibilities in the following functional areas: recruiting, onboarding, training, benefits administration, and other functions as deemed necessary.

The Human Resources Assistant must possess considerable skills in interviewing techniques, knowledge of all clerical and specialized functions in the company, a basic understanding of the company's organizational structure, general knowledge of personnel policy and procedures, and an understanding of federal and state laws regarding employment practices.

### Minimum Qualifications

#### Education

- Associates Degree in Human Resources, Business Administration or equivalent field.

#### Experience

- Minimum of 1-3 years of experience in HR related position.

#### Licenses, Certifications & Clearances

- Professional Certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) a plus.

#### Knowledge, Skills, Abilities

- Knowledge/Experience working with Microsoft Office Applications (Word, Excel, Outlook, Power Point, Access).
- Time management, organizational skills and the ability to multitask are essential.
- Excellent written and oral communication skills.
- Must have the ability to work in a fast-paced environment.
- Must have the ability to lead and motivate a team.

### Scope of Responsibility

- Assist the HR Director in the successful operation of the Human Resources Department.
- Assist in the full-scope of recruiting efforts.
- Maintain accurate employee files and records.
- Comply with federal and state regulations in relation to all areas of responsibility.

### Essential Duties & Responsibilities

- Perform all employee disciplinary counseling, conflict resolution, and termination.
- Prepare and defend UC filings.
- New hire training facilitation and implementation of onboarding program.
- Full cycle recruitment, screening, interviewing and selection process.

- Background screening, drug testing, and reference verification in HireRight systems.
- Coordinate annual benefit renewals for all plans.
- Administration of cobra, health, dental, vision, LTD/STD and Aflac plans.
- All aspects of payroll and systems management in Paychex Preview, TLO, and HRO systems.
- Verify accuracy of all benefit and HR related invoices.
- Coordination and design of company training programs.
- Create and update job descriptions as needed.
- Design and develop performance management templates for all staff.
- Maintain online employment application website, maintenance of internal HR site.
- Company fundraising and event planning.
- Prepare and file government reports such as EEOC & Dept Revenue Reports.
- Coordinate FMLA/Worker's Compensation Claims.

### Other Responsibilities

- Open office in morning as requested.
- Performs other related duties as assigned.

### Physical Requirements (with or without reasonable accommodation)

	Rarely < 10%	Occasional < 33%	Frequent < 66%	Constant > 66%
Lifting: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Reaching – Arms Extended		X		
Reaching – Arms Overhead		X		
Standing		X		
Walking		X		
Sitting				X
Climbing	X			
Bending/Stooping		X		
Moving/Pushing/Pulling: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Grasping/Holding with Hands	X			
Using Hands for Repetitive Movements				X
Using Feet for Repetitive Movements	X			
Speaking				X
Seeing				X
Hearing				X
Extremes of Heat		X		
Extremes of Cold		X		
Driving	X			

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability

deemed necessary to perform the job proficiently. The job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.