



Job Description

Job Title: Human Resources Assistant
Reports to: Regan Johnson, Vice President
FLSA Status: Part time non-exempt

Summary: To provide personnel support through all aspects of Human Resources, and to provide administrative support as needed by performing the following duties.

Essential Functions

- Manage new employee and intern onboarding by verifying the completion of all required personnel information and entering required fields in HR system.
- Maintain personnel files in an organized and accessible manner to include updating information along with filing correspondence and other related information in a timely manner.
- Maintain personnel data with appropriate state/federal agencies and other outside services.
- Ensures company is compliant with all federal, state and local human resources laws pertaining to interns and independent contractors.
- Assist with orientation program for welcoming and integrating new employees.
- Tracks payroll deductions, hire, inactive, status changes and termination status, for all interns and keep management informed.
- Processes all required insurance documentation by assuring all paperwork is filled out confirming status of employee, communicating with appropriate agency and payroll provider.
- Acts as employee benefits liaison between the hiring manager and Payroll vendor and process appropriate documents as needed.
- Assists with the employee benefits programs including medical dental, life, disability insurance, supplemental medical and 401k.
- Assists with completion and maintenance of all required state agency documentation.
- Performs routine administrative functions including word processing correspondence, memos and reports.

- Fosters a workplace environment consistent with the values and vision of the company.
- Meets deadlines, prioritizes company assignments and maintains professional composure under pressure and dynamic conditions.
- Adjusts to new situations encountered on a daily basis and has the ability to learn new duties quickly.
- Works well with others, both inside and outside of the company.
- Complete other duties as assigned.

Qualifications:

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

Education/Experience:

Associates degree (A.S.) from a college or university in Business Administration, or Human Resources or Certification; and four to six years related experience and/or training; or equivalent combination of education and experience. Specialized degree in Human Resource Administration and/or professional certification is preferred.

Language Ability:

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office programs including outlook, word and excel and Smartsheets, Unanet, Paychex Flex and a variety of other internet software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and reach with hands and arms.