**Human Resources Assistant**

**Responsibilities:**

* Assist with preparing and maintaining accurate employment records and related documents, assuring accuracy, compliance, and confidentiality.
* Assist with administering benefit programs including cross training, talent training, orientation, open enrollment, compensation, and performance management.
* Maintain various reports and records via Microsoft Excel.
* Participate in development of employee-centric communications to maintain positive relations.
* Assist with special events, committees, and programs.
* Maintain and exhibit confidentiality of all sensitive information and material.
* Other essential duties as assigned.

\*Provide support with Human Resource (HR) planning and roll-out of HR programs and initiatives

· Identify opportunities and propose solutions to increase efficiencies with the HR team.

· Maintain accurate employee data in our Human Resource Management System (HRIS)

· Respond to employment verifications in a timely manner

· Provide support on Leave of Absence program

· Provide support on Benefits programs and enrollment

· Provide support on workers comp and unemployment claims

· Assist with new hire orientation

· Assist with recruitment process which may include scheduling interviews, providing new hire information, setting up drug screens and following up with candidates on outstanding task

· Following up with employees on yearly task such as acknowledgements and Continuous conversation completion.

· Participate and possible lead an HR committee

· Other duties as assigned and deemed necessary

**Requirements:**

* Minimum two years’ experience in HR Generalist role.
* Strong knowledge of computer systems, specifically Microsoft Suite (Word, Excel, PowerPoint).
* Organized, detail-oriented, and able to work under minimal supervision.
* Ability to perform duties effectively and in a timely manner while demonstrating initiative and resourcefulness.
* Capable of verbal and written communication that is clear, precise, and well organized.
* Ability to listen and proactively react and respond to requests with accurate information in a professional manner.
* Effective problem solving, analytical, and interpersonal skills.
* Maintain stable performance and poise under pressure.
* Goal-oriented with a desire to make measurable contributions.
* Proactive, high energy individual, able to adapt to change.
* Protect company proprietary and confidential information.

Job Type: Full-time and Part-time

Salary: $12.00 to $15.00/hour

Experience:

* staffing: 3 years (Preferred)
* office: 5 years (Preferred)
* customer service: 2 years (Preferred)
* payroll: 2 years (Preferred)
* human resources: 2 years (Preferred)

Education:

* Bachelor’s (Preferred)
* High School Diploma (Required)

Required travel:

* 25% (Preferred)

Work Location:

* One location

Schedule:

Monday to Friday