

Human Resources Assistant Job Description

The Human Resources Assistant provides administrative support to the Human Resources Department. The Human Resources Assistant will assist with the day to day operations in functional areas including but not limited to recruiting, employment, benefits, records management, compliance, employee relations, communication, training, etc.

Recruitment/New Hire Process

- Ensure job ads are posted on external sites and company website and assist with organizing resumes and applications
- Process background checks and conduct reference checks
- Prepare new employee orientation folders
- Conduct new employee orientation
- Oversee the completion of new employee paperwork
- Prepare and maintain up to date employee personnel, benefits and payroll files
- Serve as a point person for new employee questions

Payroll and Benefits Administration

- Participate in benefit tasks, such as reconciling benefits statements and conducting benefit audits, and notify HR Manager of any discrepancies
- Monitor eligibility for benefit plans and notify new employees regarding benefits enrollment
- Provide support during the open enrollment process

Records Management

- Maintain current HR files and databases
- Update and maintain employee benefits, employment status, and other similar records
- Perform employee file audits to ensure that all required documentation is collected and maintained
- Perform benefits audits and notify HR Manager of any discrepancies
- Complete termination paperwork

Miscellaneous

- Answer basic employee questions and provide customer service to employees as needed
- Process incoming mail
- Create and distribute documents
- Compile and prepare reports and spreadsheets as needed
- Schedule training with outside vendors
- Filing
- Serve as a backup for front desk coverage for lunch and other times as needed
- Order HR related items including OSHA posters, office supplies, drug test kits, etc.
- Other responsibilities as assigned

Qualifications

- Must be able to maintain confidentiality
- Possess strong interpersonal skills
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to prioritize and plan and use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable and able to follow instructions

Required Education and Experience

- 2+ years of college
- 1 -3 years of related administrative experience, preferably in human resources
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Experience with ADP Workforce Now is preferred