



HUMAN RESOURCES ASSISTANT

JOB SUMMARY: The Human Resources Assistant reports to the Human Resources Manager and will handle a variety of personnel related administrative duties. This position will provide information and clerical support to the Human Resources department and employees regarding Human Resources activities, policies, processes and procedures.

DUTIES

- Provide clerical and administrative support to Human Resources staff
- Compile and update employee records (paper and electronic files)
- Maintain accurate and current recordkeeping
- Process documentation and prepare reports relating to personnel activities (e.g. staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate Human Resources activities and projects (e.g. meetings, training, surveys, etc.)
- Respond to employee inquiries regarding Human Resources policies, procedures and processes
- Assist in payroll preparation by providing relevant data
- Communicate effectively with vendors
- Provide orientation and training to newly hired employees
- Maintain strict confidentiality of information
- Perform other job duties as assigned

SKILLS

- Experience with an HRIS or HRMS preferred
- Basic knowledge of labor law preferred
- Excellent computer skills
- Excellent organizational skills

EDUCATION

- Associate's Degree preferred
- High School Diploma or GED required

WORKING CONDITIONS

- Work a 40-hour week; Some overtime may be required
- Some weekend work required
- Some direct patient interactions/contact
- May be required to travel to multiple Central Care sites
- Work effectively in fast-paced environment
- Sit for prolonged periods of time
- Must be able to see objects and writing accurately with or without assistive devices
- Bend, stoop and lift and/or push up to 50 pounds with reasonable accommodations as applicable.

I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, and requirements. I also certify that I have received a copy of this job description.

Employee

Date

Supervisor

Date

Chief Executive Officer

Date