

# Human Resources Assistant

## **Position Summary**

The Human Resources Assistant is responsible for various Human Resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting and onboarding, workers' compensation, safety team planning, and benefits administration.

## **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Educate and communicate company personnel policies and procedures to newly hired and current employees.
- Responsible for onboarding newly hired employees to include: employee handbook overview, employment documents, and benefit enrollment.
- Create and maintain complete and confidential files on each employee. Process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
- Assist with company benefit administration to include enrollment forms, plan questions, claims resolution, and open enrollment.
- Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services performed.
- Respond to applicant inquires in-person, over the phone and via email.
- Process and review employment applications to evaluate qualifications and eligibility of applicants.
- Assist in managing workers' compensation injury claims. File reports with insurance provider, maintain accident information and monitor progress.
- Respond to various information requests from governmental agencies, such as Unemployment, in a timely manner.
- Record and maintain data for each employee, including such information as addresses, weekly earnings, absences, supervisory reports on performance, change of statuses, and dates of and reasons for terminations.
- Answer questions regarding eligibility, salaries, benefits and other pertinent information.
- Perform other duties as assigned.

## **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree in business or related field preferred
- Previous Human Resources or Office Management experience preferred
- Ability to work independently with little supervision required.
- Ability to remain calm while working under pressure in a busy environment.
- Ability to work within timeframe of standard policies and procedures.
- Ability to maintain confidentiality related to sensitive company and employee information.
- Thorough knowledge of HR principles and federal/local regulations
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Proficiency in MS Word, Excel and Power Point is essential
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our tea