SUMMARY:

This position supports the Human Resources Department with emphasis in recruiting as well as supporting the day-to-day activities, programs, procedures and clerical needs of Human Resource operations. Professionalism, discretion, confidentiality and a positive attitude are absolute essentials of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducts interviews independently and/or with hiring manager and refers applicants for suitable positions (primarily operations non-exempt staff). Contributes to recruitment strategies to achieve required and timely staffing levels.

- Maintains and categorizes job applications received; reviews applications to match experience with specific job related requirements. Responds to calls and/or emails regarding job openings.

- Responsible for job postings (both internal and external), reply letters, interview scheduling and applicant screening/reference verifications. Coordinates and participates at job fairs.

- Processes and inputs data into HRIS and Performance Management software, with focus on new hire data and general employee maintenance data.

- Prepares and maintains employee files, assuring timeliness, accuracy, completeness, compliance and confidentiality; maintains company organization charts.

- Prepares updates and maintains HR related topics on the intranet site.

- Maintains various records, reports and logs. May compile procedural documents and reports from various databases, including employee statistics, transaction tracking and EEO tracking.

- Assists with the on-boarding packet preparation and presentation of Human Resources programs, including but not limited to: Employee Orientation, Employee Appreciation, Employee Events, Employee Newsletter.
Human Resources Assistant
Page 2

• Responsible for ordering Business Cards, Name Badges, Logowear, etc.
• Respond to employee questions/requests whether in person, by email or phone.
• Provides benefits support (enrollment, modification, etc…).
• Participates in HR staff meetings and attends other meetings, seminars or training.

SUPERVISORY RESPONSIBILITIES:

No requirement.

PERFORMANCE STANDARDS:

Assists with personnel functions in an up-to-date and timely manner. Performance requires discretion, professionalism and excellent grammar skills both verbal and written. Must exercise sound judgement and be a highly motivated individual.

QUALIFICATION REQUIREMENTS:

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 and/or EXPERIENCE:

Associates degree or Bachelors degree (HR focus preferred) plus two years related experience in training/human resources; or equivalent combination of education and experience. Related work experience may substitute for education.

LANGUAGE SKILLS:

Ability to speak effectively and present information before employee(s) of organization in an engaging and professional manner. Ability to read, interpret and update (write) documents such as job descriptions, employee communications, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

No requirement. Must pass applicable requirements within first six months of employment.

OTHER SKILLS and ABILITIES:

- Knowledgeable in office software (e.g., Word, Excel, PowerPoint, FrontPage, etc.) and software programs used in Training and Human Resources (e.g. HRIS).

- Fully capable of operating training equipment such as DVD, Television, overhead projector, camcorder, and video projection apparatus.

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 to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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 varies.