

HUMAN RESOURCES ASSISTANT

JOB SUMMARY

Under the direction and supervision of the Human Resources Manager, works with a minimum of supervision preparing and maintaining documents and files relating to employment and benefits issues.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Responsible for a variety of tasks and duties which may include, but would not be limited to, the following:

- Assist in the maintenance of confidential personnel files and records.
- Assist in preparing and distributing personnel forms, memos, notices and job postings.
- Track and audit vacation and sick leave for payroll.
- Assist in hiring procedures, including advertising, resume reading, interviewing, pre-employment requirements, and new hire orientation.
- Assist in processing personnel changes, salary adjustments, and employee evaluations.
- Assist with employee benefit plans including enrollment, changes, and premium payment for group medical, dental, life and long-term disability insurance, as well as COBRA.
- Assist in filing workers' compensation claims.
- Assist in the administration of leaves of absence, including Workers' Compensation, family and medical leave, and personal leave.
- Assist with preparing employee newsletter and planning events.
- Assist with the company's service award program and banquet.
- Other tasks and duties as directed.

EXPERIENCE, SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to, the following:

- Excellent knowledge of company's personnel policies and procedures, benefits, workers' compensation, and group insurance programs.
- Ability to maintain confidentiality with employee personal and salary information.
- Ability to communicate, both in writing and verbally.
- Ability to interact with managers, supervisors, and co-workers, in a cooperative and professional manner.
- Proficient knowledge of Microsoft Word and Excel, and PowerPoint. Excellent typing (50 wpm) and 10-key data entry skills (10,000 kpm).
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use keyboard, walk, sit, stand, bend, stoop, climb stairs, reach, grasp, push, pull and lift up to 15 lbs.
- Good organizational skills and ability to prioritize work.
- Must be dependable, punctual, and have good attendance.
- Neat and presentable professional appearance.

EDUCATION, TRAINING, AND EXPERIENCE

The following are required:

- High school diploma or equivalent.
- Valid Arizona driver's license and acceptable driving record.
- Two years work experience or college level coursework in human resources or similar field desirable.