



**POSITION TITLE:** Human Resources Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** Human Resources Director

**POSITION SUMMARY:** This position will perform a wide variety of professional level human resources functions including posting positions, scheduling interviews, onboarding new staff, administering benefits, and maintaining personnel files.

**SALARY RANGE:** \$22.00- 25.00 depending on experience.

**SCHEDULE:** 7:00 am – 3:30 am, flexible

### **POSITION REQUIREMENTS**

**EDUCATION:** High School Graduate, Bachelor's degree in Human Resources field preferred.

**EXPERIENCE:** Some experience in human resources or related field.

**POSITION KNOWLEDGE:** Must have clear understanding of confidentiality standards.

### **PRINCIPAL DUTIES:**

- Post new employment positions, screen candidates, and schedule interviews.
- Gather and submit benefits enrollment information for employees.
- Maintain personnel files and ensure required documentation is complete.
- Filing, scanning, and faxing for the department.
- Answering calls and participating in staff meetings.
- Documenting, writing notes, and minutes.
- Providing administrative support to other HR professionals
- Documenting staff changes, performance reports and communications
- Scheduling onboarding tasks.
- Managing communications for the HR Department.