# Job Summary:

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

# *Supervisory Responsibilities:*

* None

## Duties/Responsibilities:

* Maintains accurate and up-to-date human resource files, records, and documentation.
* Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
* Maintains the integrity and confidentiality of human resource files and records.
* Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
* Provides clerical support to the HR department.
* May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
* Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
* Conducts or assists with new hire orientation.
* Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
* Performs other duties as assigned.

## Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Excellent organizational skills and attention to detail.
* Proficient with Microsoft Office Suite or related software.
* Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

## Education and Experience:

* Associate’s degree in related field required.
* Prior related office experience preferred.

## Physical Requirements:

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.