



Job Title

Human Resources Assistant

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Admin	HR Generalist	Non-Exempt	Human Resources	CFO	10.11.2024

We are seeking an enthusiastic and detail-oriented entry-level Human Resources Assistant to join our growing team. In this role, you will provide administrative support to the HR department and assist with a variety of HR functions, including recruitment, onboarding, benefits administration, and record-keeping. This is an excellent opportunity to gain valuable experience in the HR field and contribute to a positive and productive work environment.

Responsibilities:

- Assist with the recruitment process by posting job openings, screening resumes, and scheduling interviews
- Prepare onboarding materials and assist with new hire orientation.
- Ensure new employees receive equipment (e.g. badges, polo shirts, coats, etc.) and maintain an inventory of all items.
- Maintain employee digital records and ensure accurate file keeping requirements
- Respond to employee inquiries regarding HR policies and procedures.
- Assist with the administration of employee benefits programs.
- Prepare reports and presentations as needed; ensuring accuracy of HR data.
- Conduct monthly 401k reconciliation.
- Assist with annual performance reviews, as needed.
- Provide general administrative support to the HR department.
- Assist with the Employee Engagement Committee.
- Ensure compliance with all applicable labor laws and regulations.
- Additional duties as assigned by the HR Generalist.

Qualifications:

- HS Diploma or equivalent.
- 1-2 years of experience in an HR role or a related administrative position.
- Strong interest in pursuing a career in Human Resources.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency in Google Suite and familiarity with HRIS systems (Paylocity preferred)
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Detail-oriented and able to work independently and as part of a team.