

Human Resources Assistant

Classification: Non-Exempt
Salary Type/Range: Hourly
Reports to: Human Resources Manager
Location: Milton-Freewater

Job Description

Objective

Provides Human Resources administrative support in all assigned areas in the Human Resources department and ensures recordkeeping is accurate, timely and compliant. Continually works on administrative process improvements and works closely with others in Human Resources and throughout the organization.

Essential Responsibilities and Duties

Performance Standards

- Works independently on routine assignments and seeks guidance on newly assigned or unfamiliar tasks.
- Follows through on assigned tasks and completes all planned activities.
- Accepts and applies job-related feedback from management.
- Keeps work area organized such that computerized information and physical records can be accessed as needed.
- Maintains thorough and complete HRIS, OSHA, ERISA, FMLA/OFLA, personnel and other records as directed by HR Manager.
- Follows company policies and procedures.

Job Function

- Performs data entry and personnel file maintenance.
- Assists employees and supervisors with basic interpretation of HR policies and procedures.
- Schedules and prepares for pre-employment intakes.
- Maintains confidential personnel files.
- Responds to reference checks and verifications of employment status.
- Works with other in HR to prepare and file reports of accidents and injuries.
- Conducts reference checks as needed.
- Completes scanning and electronic storage of terminated employee files.
- Supports as needed Safety Committees within the company.
- Tracks and supports Managers to ensure completion of annual employee performance assessment schedule and processes.
- As requested, provides administration support on benefits programs such as life, health, dental and disability insurances, pension plans, vacation, and sick time. Administers annual benefit reporting, employee benefit census and procuring quotes from potential benefit providers. Assists with annual open enrollment.
- Provides customer service to internal and external customers on HR related inquiries, questions and other needs.
- Other duties as assigned.

Qualifications

- Must have the ability to:
 - Read, comprehend, interpret, and apply procedures and directions, take initiative, and follow through on all assigned responsibilities.
 - Ensure accuracy in entering data, conveying information, completing forms, etc.
 - Clearly, calmly, and effectively communicate verbally and in writing with all levels of staff.
 - Maintain confidentiality in all situations and share only as legally appropriate.
 - Organize documentation and files, and keep up with ongoing policy and procedural documentation and all updates.
 - Multitask while maintaining accuracy.
- Must have intermediate to advanced computer and time management skills.
- Previous experience in HR preferred, including basic knowledge of laws and regulations impacting employment.

Work Schedule

The normal work schedule may vary due to special assignments; exact schedules are assigned by administration. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

This position requires extensive computer and paperwork processing and will require long periods of standing or sitting to accomplish these tasks. Position may also be required to stoop, bend, crawl, lift, and climb in response to daily operational needs. It requires the ability to read, comprehend, interpret, and disseminate detailed information including policies and procedures. Lifting up to 30 pounds may be required to assist in moving boxes of forms, documents, or records.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Employees are required to attend staff meetings and any other training as assigned. Position is encouraged to maintain a current CPR/First Aid/BBP certification to be able to assist in a health-related emergency.

Position requires some previous HR experience. Position must remain current on all employment-related legislation including, but not limited to, FLSA, EO11246, FMLA/OFLA, HIPPA, PPACA, and ADA.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____