



JOB ANNOUNCEMENT

Job Title: Human Resources Assistant

Department: Human Resources

Reports To: HR Manager

As a Human Resource assistant, you will play a role in assisting all aspects of the HR function within our company. The HR assistant will help aid the smooth and effective operation of HR processes, policies, and procedures. Reporting to the HR manager, the assistant will provide support and guidance to employees and management, ensuring compliance with labor laws and our company's policies.

Primary Duties and Responsibilities (Other duties may be assigned).

- Provide support for HR executives
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information regarding new hires, terminations, transfers, sick leaves, worker's compensation, and more
- Prepare, manage and store paperwork for HR policies and procedures
- Serve as a reliable source of information for employees, promptly answering questions regarding benefits and compensation programs
- Assist with benefits and compensation programs, such as health insurance, retirement plans, and employee leave policies.
- Assist with enrollment of new employees, changes from existing employees, and unenrolling employees from benefit programs
- Answer telephone calls and provide needed information
- Assure accuracy and timeliness on required filings

Job Requirements.

- Experience with Word Documents
- Communication Skills, written and verbal
- Proficiency with technology, and the ability to pick up new software easily
- Tact and professionalism when it comes to handling confidential information
- Must be able to pass background check

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