

## HUMAN RESOURCES ASSISTANT

### Summary:

The Human Resources Assistant will perform administrative tasks to support effective and efficient operations of the Human Resources department.

### Duties/Responsibilities:

- Maintains the integrity and confidentiality of human resource files and records.
- Assists in recruitment processes and onboarding.
- Assists in development and implementation of company policies.
- Undertakes tasks related to performance appraisals.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with payroll functions including processing.
- Assists with planning and execution of special events such as organization-wide meetings, employee events and other celebrations.
- Performs other duties as assigned.

### Required Skills/Abilities:

- 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.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.

### Education and Experience:

- Two - three years related experience and/or training; or equivalent combination of education and experience.
- Prior related Human Resources experience required.

Contract to hire position.

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