



Human Resources Assistant

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the integrity and confidentiality of human resource files and records.
- Assists in talent acquisition, recruitment processes and onboarding.
- Assist in development and implementation of human resource policies
- Undertake tasks around performance appraisals.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to Head of HR or management.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- May assist 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.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

Equal Opportunity Employer