

JOB TITLE:Human Resources Assistant**ENTITY:**Experience Columbia SC**REPORTS TO:**Director of Human Resources**FLSA STATUS:**Non-Exempt, Part-time**I. Position Summary:**

Provides administrative support to the Human Resources Director. This position will assist Human Resource in functions to include: recruitment, on-boarding and off-boarding, benefit administration, training, performance evaluations, as well as other HR functions. Employee will be responsible for assisting with filing, data collection and organization, and benchmarking projects.

II. Essential Functions/Responsibilities:

- Assists Human Resources Director with new hire orientation, open enrollments, training and/or staff meetings, etc.
- Ensures background checks, reference checks and drug testing is completed.
- Assists with job postings, prescreening applicants and scheduling interviews.
- Maintains personnel records (hard and soft) and provides support in data entry
- Assists with updating any HR forms and/or documents.
- Creates MS Excel spreadsheets, Word documents, HR forms, etc. as needed.
- Assists and develops ways to simplify procedures and files.
- **Explains company policies and processes to staff.**
- Assists with fiscal year preparations.
- Assists with preparation of reports for Board meetings.
- Provides administrative assistance, including copying, faxing, filing, scanning and creation of folders, labels and binders in all areas of Human Resources.
- Shred documents as needed.
- Pulls HR documents as requested.
- **Processing incoming/outgoing mail.**
- Other duties as assigned by Human Resources Director.

III. Skills:

- **Problem Solving** – Identifies and resolves in a timely manner; Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving.
- **Interpersonal Skills** – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

IV. Education and Qualifications Required:

- High School Diploma or GED required.
- Bachelor's Degree preferred.
- 1-2 years related work experience.
- Must possess good interpersonal skills, adept in problem-solving and communicate effectively.
- Experience handling confidential information.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.