**Job Description**

**Job Title:** Human Resources Assistant  
**Department:** Administration & Finance  
**Supervisor:** Manager of Human Resources  
**FLSA Status:** Non-Exempt  
**Prepared By:** Heidi Thomas, Tammie Krumm  
**Prepared Date:** 10/18/2016, 03/06/2018  
**Approved By:** Merlin Sawyer  
**Approved Date:** 03/06/2018

**Summary**

Provides assistance relating to human resources activities by performing the following duties.

**Essential Duties and Responsibilities**

Other duties may be assigned.

1. Assists in the recruiting, interviewing, selecting and pre-employment screening for vacant positions.
2. Assists in the planning and conducting of new employee orientation to foster positive attitude toward company goals.
3. Assists with employee benefit administration to include, but not limited to data entering of benefit information with selected vendors, record keeping, and filing.
4. Assists in the collection of various survey data and related materials; and completes required reports and filings.
5. Assists with documenting and maintaining company policies and procedures as necessary.
6. Assists in answering employee questions and escalates other matters as appropriate.
7. Provides assistance in monitoring the employee performance appraisal process.
8. Prepares and processes employee separation of employment notices and related documentation.
9. Ensures confidentiality is maintained when handling information, data, and files.
10. Updates and maintains various Human Resource (HR) files, reports, and spreadsheets.
11. Creates and maintains documentation of projects, data, and software related to this position.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:
Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Cost Consciousness - Develops and implements cost saving measures; conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Associate's degree or equivalent from two-year college or technical school in Human Resources or related field and three years related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read and interpret documents such as benefit plans, company policies and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**
To perform this job successfully, an individual should have knowledge of Great Plains Human Resource systems; Database software; Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**
Must possess and maintain a valid driver’s license. Professional Human Resources (PHR) or SHRM-Certified Professional (SHRM-CP) certification is preferred.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.