

CROSSROADS DIVERSIFIED SERVICES

Non-Exempt Human Resources Assistant

Under the direct supervision of the Human Resources Manager, this employee will assist in the day to day operations of the Human Resources Department. The HR assistant carries out responsibilities in some or all of the following functional areas: health and safety, HRIS, employee relations, benefits, and employment.

To perform the Human Resources Assistant job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required of the company Human Resources Assistant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct new employee orientation; conduct reference checks; prepare new hire packets.
2. Participate in benefits orientation, change reporting, and benefit claim issues or concerns.
3. Participate in recruitment efforts (excluding managerial levels) including maintaining logs pertaining to applicant flow procedures.
4. Prepare professional letters, memos, and email communications.
5. Assist in organizational training and development efforts including research.
6. Maintain HRIS records and compiles reports from database as needed, including maintaining files in compliance with applicable legal requirements; and process employee status changes and training records in a timely manner.
7. Schedule appointments and keeps HRM's calendar accurate.
8. Schedule safety meetings, take minutes, distribute, and maintain safety and health information.
9. Assist in keeping policies and procedures current and distribute in a timely manner.
10. Performs other related duties as required and assigned.
11. Maintain confidentiality.

KNOWLEDGE AND SKILLS:

Prior knowledge of principles and practices of human resources helpful. Prior experience with an HRIS database preferred. Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy; intermediate experience in Microsoft Office. Must possess excellent research skills. Must be able to positively interact with people on a daily basis. Must be able to take constructive criticism, must be able to work together with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the HR Assistant's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the HR Assistant's job.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, The employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 30 pounds on occasion, and to stoop, kneel, or crouch, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

Must be able to get to work as scheduled and on time.

EDUCATION AND WORK EXPERIENCE:

One to two years HR experience preferred.

REQUIREMENTS:

1. Possession of a valid driver's license and vehicle insurance adequate to the demands of the Corporations carrier.
2. Must, upon hire, verify citizenship or eligibility to work in the U.S. as required by law.
3. Demonstrate ability to communicate effectively within all levels of an organization, with the Corporation's clients and the general public.

Approved by:

Eren M. Ortiz, HR Manager