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| Job Title: Human Resources Assistant Supervisor's Title: HR Manager Department: Human Resources | FLSA Status: Non-exempt Revised: 04/30/19 |
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General Summary: Under the direction of the HR Manager, the Human Resource Assistant has outstanding administrative and communication skills. The HR Assistant is expected to be a conceptual thinker with superb organizational and time management skills. The HR Assistant must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment. The HR Assistant should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration. Top candidates will be superb at problem-solving, efficient in scheduling and precise in the recruitment process.

Major Areas of Responsibility:

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practice.

Required Knowledge, Skills, Abilities:

- **Exposure to Labor Law and employment equity regulations.**
- **Effective HR administration and people management skills.**
- **Exposure to payroll practices.**
- **Full understanding of HR functions and best practices.**
- **Excellent written and verbal communication skills.**
- **Works well under pressure and meets tight deadlines.**
- **Highly computer literate with capability in email, MS Office and related business and communication tools.**
- **Fantastic organizational and time management skills.**
- **Strong decision-making and problem-solving skills.**
- **Meticulous attention to detail.**
- **Ability to accurately follow instructions.**

Education and Experience:

- **Bachelor's degree in Human Resources or related (required).**
- **2 years of experience as an HR Assistant (required).**