

Job Title: Human Resources Assistant
Department: Corporate
Revision Date: 07/10/2018



Position Overview

Assist the Director of Human Resources with the day to day operations of the Human Resources Department.

Human Resources Assistant Job Duties:

- Administrative work and data entry including but not limited to: new hire processing, filing, DOT file maintenance, employee mailers, etc.
- Assist department in maintaining employee records and expirations in File Maintenance system
- Maintaining shared files of employee lists
- Assist in monthly reporting
- Assist in maintenance of attendance and time off records
- Assist in recruiting efforts, maintenance of job postings, initial candidate contacts and applicant follow up
- Post jobs on all websites (internal and external)
- Update documents and management of internal and external forms
- Assist in employee contact and follow up
- Assist Safety Department with file maintenance, records, scheduling, presentations, etc.
- Main point of contact when Director is out of office and/or traveling
- Provide administrative support to other areas within Corporate
- Any and all other duties as assigned

Skills/Qualifications:

- Prior experience of 2-4 years in Human Resources or a related field, Associates Degree preferred
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Superior organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work
- Comfortable working in a fast-paced office environment
- Attention to detail and problem-solving skills
- Ability to improve processes for department efficiency
- Exceptional communication skills
- Proven administrative or assistant experience
- Knowledge of office management systems and procedures

Physical job requirements:

- Lift up to 25 pounds
- Work effectively in an office environment
- Use hands to type, handle, control, or feel objects or tools
- Sit for long periods of time
- Bend or twist the body
- Repetitive movements, repetitive use of computer/office equipment