



## **HUMAN RESOURCE ASSISTANT**

Under the general direction of the HR Director, the HR Assistant will support the City of Tuskegee facility providing support to approximately 150 employees. This position will involve a variety of office and HR functions, including but not limited to on-boarding, out-processing, daily office/HR operations, benefits, payroll, and file management. This position will facilitate new hire orientation and present to groups of employees for training and other HR initiatives. They will maintain HR related records such as personnel files, time sheets, vacation, leave, and other absences, and will handle HR-related inquiries from managers and employees. The HR Assistant will be required to have strong computer skills and must be technologically savvy. This position will be involved in creating presentations for use in employee communications and will be involved in analyzing, organizing, and designing charts from raw HR data for HR metrics and presentations.

- Coordinate a variety of complex HR administrative duties involving sensitive HR and proprietary information.
- Administer employee benefit administration, including new employee and annual benefit enrollment processes. Will perform data entry into HRIS systems and third party vendor systems.
- Act as a HR point of contact for managers and employees for inquiries on company policies and procedures. Will coordinate the distribution of HR information and updates to the workforce. Advanced knowledge of MS Word and mail merging is a plus.
- Involved in various HR initiatives including positive employee relations, recognition, and employee engagement initiatives.
- Maintain HR related records, ensuring accurate record and file maintenance. Maintaining personnel record systems including hard copy, digital, network file systems, and HRIS system record keeping. Ensures all files are in proper format and filed in a timely manner.
- Assist in the recruiting efforts by assisting managers during the hiring process, conduct phone screens, coordinate onsite visits, interviews, and testing. Facilitate the full life cycle of the recruitment process ensuring all documentation and forms are completed during the recruiting process. Will assist in staffing efforts for both regular employee and temporary staffing. Experience with web based applicant tracking systems.
- Must be able to facilitate presentations or training sessions (in person and by phone) to assist in training and development efforts and to conduct new employee orientation.
- Work with the HR function to establish standardized HR processes and instructions by documenting work tasks and activities, creating repeatable processes and checklists.
- Must have excellent written communications skills. Will draft company announcements, memos, candidate offer letters, and other employee communications.
- Must have strong computer skills and with significant experience with collecting, organizing, compiling, and presenting data. Will assist in tracking HR metrics. Will be

required to determine format and layout to present data in charts and graphs in presentations. Must have significant experience using MS PowerPoint, Access, and Excel.

- This position will be cross trained in the other office administrative responsibilities to provide support and backup for the organization. Additional responsibilities will be required.

**Required Qualifications:**

- Associate's degree or an equivalent combination of education and work related experience. (Bachelor degree and or PHR, SHRM-CP is a plus).
- 1+ year experience in an HR role required, 2-5 years preferred.