

Job Description

JOB TITLE: Human Resources Assistant

PURPOSE:

Our HR Assistant handles the daily administrative and HR duties of an organization. They assist HR Managers with recruitment, record maintenance and payroll processing, and provide clerical support to all office staff. Will support management and the leadership team with handling and resolving Human Resources issues. To ensure success, HR Assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.

DUTIES AND RESPONSIBILITIES:

- Assist with the recruitment process by identifying candidates, performing background checks, answering candidate questions and issuing employment contracts.
- Approve time off and ensure there is proper coverage throughout departments.
- Followup with employees periodically to ensure they are abiding by project deadlines.
- Oversee completion of compensation and benefit documentation.
- Maintain Human Resource files and records to ensure consistent data accuracy.
- Schedule meetings, interviews HR events and team lunches.
- Keep up to date with the latest HR trends and best practices.
- Assist with performance management procedures.
- Perform administrative duties, such as maintaining employee databases and sorting emails for the HR department.
- Manage Payroll Tasks.
- Maintain Confidentiality.
- Answer and assist team members with any inquiries they may have.
- Assist HR Manager in policy formulation, hiring and salary administration.
- Submit online job postings, shortlist candidates and schedule job interviews.
- Coordinate orientation and training sessions for new employees.
- Ensure smooth communication with employees and timely resolution to their queries.
- Maintain proper records of employee attendance and leaves.

- Support and handle commission activities, processing and maintenance of commission statements in accordance with policies and procedures, as necessary.
- Coordinate and assist managers/supervisors with new agents' processes and issues.
- Formalize company policies and processes.
- Act as a bridge between management and employees.

JOB QUALIFICATIONS:

- Exposure to payroll practices
- Deep understanding of HR functions and best practices.
- Knowledge of basic labor laws and employee equity regulations.
- Effective HR administration and people management skills.
- This position requires a person who must be able to work under stress and deal with the public effectively in a professional manner.
- 2-3 years of relevant experience in an office environment.
- Able to type minimum 35 words per minute (minimum).
- Results driven, persistent - able to self-direct and work independently showing initiative, while seeking guidance when appropriate.
- Ability to work with a team.
- Comfortable multitasking and prioritizing tasks without guidance.
- Time management expertise to ensure tasks are completed in a timely manner throughout the day.
- Organizational skills to keep an accurate record of documentation.
- Demonstrated ability to read, write, and speak English and Spanish fluently.
- Proficient technology usage skills.
- Honest and ethical team player.
- Sense of urgency with the ability to multitask under pressure.
- Excellent communication skills, both written and verbal.
- Computer knowledge such as powerpoint, database and spreadsheets is required.
- Strong attendance history of punctuality.
- High School diploma or General Education Degree (GED) required.
- Ability to pay close attention to detail and be flexible in a fast paced and growing organization.