



Human Resources Assistant

position summary

In this part-time 30-hour per week position, the Human Resources Assistant will be responsible for assisting the Human Resources Manager with Human Resources related duties at a professional level. Work will be performed in the following functional areas: benefits administration, training, performance management, onboarding, recruitment/employment, and compliance.



responsibilities

To perform this job successfully, an individual must be able to perform the following essential duties satisfactorily:

- Assisting the Human Resources Manager with recruiting and pre-employment efforts including, creating job postings, scheduling interviews, reference checks, drug testing, drafting offer letters, and other duties related to pre-employment requirements.
- Participates in developing department goals, objectives, and systems.
- Assists with benefits administration including open enrollment coordination, change reporting, approving invoices for payment, and answering benefit questions from employees.
- Entering new hires into payroll and timekeeping software systems.
- Tracking annual training for employees.
- Participating in various audits, both internal and external.
- Participating, as needed, in special department projects.

qualifications and experience

- Bachelor's Degree in Human Resources or similar discipline
- One year of work and/or internship experience in a Human Resources department.
- Proficient in HRIS and MS Office Programs.
- Experience managing multiple priorities and deadlines.
- Excellent follow-up skills with the ability to follow tasks through to completion.
- Effective communication skills, writing and grammar skills, and phone etiquette.
- Great attention to detail.
- Ability to keep information confidential.
- People-oriented.
- Adaptable and flexible.
- Willingness to learn and take on new challenges.

Candidates interested in applying should submit a completed Application for Employment to merjent.applicantpro.com.

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