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## JOB POSTING

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**POSTING DATE:** 09/11/2025

**POSITION:** HUMAN RESOURCES (HR) ASSISTANT

**CLOSING DATE:** OPEN UNTIL FILLED

**STATUS:** FULL TIME / NON-EXEMPT

**REQUIRED EXPERIENCE:** 1-3 Years of HR Experience **BASE:** DOE

**REQUIRED EDUCATION:** Some college, Bachelor's in HR or related field preferred

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## JOB DESCRIPTION

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The Human Resources (HR) Assistant provides administrative support to the Director of Human Resources, the HR department, and the President/CEO on all personnel matters. This position will assist with all HR related topics, including processing payroll on occasion. This position involves handling confidential data and is subject to more stringent compliance requirements, which holds a higher level of responsibility for policy adherence. The position will work under the direct supervision of the Director of Human Resources and collaborate closely with team members within the HR department.

### Responsibilities

#### *Administrative*

- . Assist with auditing and updating HR spreadsheets
- . Perform basic office work and clerical functions, including faxing, scanning, copying, and filing
- . Assist with various research, surveys, and/or special projects
- . Assists and or prepares correspondence internally and externally when requested
- . Assist with scheduling meetings and interviews as requested by the Director of HR and President/CEO
- . Attend seminars and conferences on and off-site on occasion
- . Reserve facilities both on and off-site for new hire orientations, special events, and meetings
- . Assist in planning, coordinating, and executing special events and employee appreciation activities
- . Assist President/CEO with updating and maintaining board documents
- . Checks and records mail
- . Assist with coding invoices and receipts
- . Maintains birthday and anniversary lists and electronically distributes notifications

#### *Payroll*

- . Perform payroll processing
- . Partner with accounting department to reconcile payroll deductions
- . Assist with processing and maintaining all status reports and pay changes
- . Conduct audits of payroll, benefits, and other HR programs

#### *Hiring*

- . Review applications and provide them to the appropriate department
  - . Assist with recruitment, interviewing, hiring, orientations, and terminations
  - . Verify I-9 documentation, utilizes E-Verify, and maintains these files
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- . Submit the online investigation requests and assist with new employee background/drug screen checks

#### **Benefits**

- . Assist in conducting benefits enrollment for new employees
- . Partner with accounting department to reconcile payroll deductions
- . Assist with administering health plans, including enrollments, changes, and terminations
- . Resolve benefits-related problems
- . Answer employee requests and questions
- . Follow up with any work-related or site (volunteer/customer) injuries/incidents

#### **Personnel**

- . Assist with the maintenance of employee HRIS information as needed
- . Support the employee policy and procedures manual, and assist employees with understanding
- . Ensure all employee records are filed correctly and kept confidential to ensure legal compliance
- . Support the Director of HR in educating employees on and enforcing company policies
- . Perform customer service functions by answering employee requests and questions
- . Assist with the preparation of performance reviews
- . Assist with ensuring personnel files are completed and audited annually
- . Foster positive employee relations and work to solve any employee issues that surface
- . Assist with presenting any new or additional training materials to employees
- . Assist with facilitating mandatory meetings and coordinating events
- . Ensure complete confidentiality and objectivity in all actions
- . Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion
- . Performs other duties as assigned

### **Knowledge and Skills Required**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- . Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
  - . Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
  - . Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
  - . Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively, and is able to read and interpret written information.
  - . Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
  - . Quality control—the individual demonstrates accuracy and thoroughness and monitors their work to ensure quality.
  - . Adaptability—the individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays, or unexpected events.
  - . Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
  - . Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
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### **Work Environment**

- . Potential for exposure to zoonotic diseases
- . Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment, and other physical situations that involve all forms of animal life

### **Physical Requirements**

- . Ability to drive a vehicle
- . Willingness to work weekends, holidays, and off-hours, on occasion
- . Primarily works in an office setting
- . Ability to work around animals, with no preexisting allergies to animals, hair, or dander.

### **Additional Attributes**

- . Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- . Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules
- . Report safety violations and potential safety violations to appropriate supervisory or management personnel

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