

**HR
ASSISTANT
JOB
DESCRIPTION**



*Human resources done right...
It's about time!*

NAME: _____
JOB TITLE: Human Resources Assistant I
DEPARTMENT: Human Resources, Administration, Safety
MANAGER: Robert Lindstrom – HR Manager
DATE REVISED: June 2010
STATUS: Non Exempt, full-time

JOB STATEMENT/PURPOSE:

Support the organization's mission, vision, and values. Assist all internal departments with administrative duties during day-to-day operations. Maintain internal records system for assigned clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receptionist duties
 - Answering phones, routing calls and voice mail as needed
 - Routing faxes, mail, and general correspondence to the appropriate people
 - Manage and sort incoming and outgoing mail
 - Coordinate deliveries and pickups as needed
 - Maintain and stock employment forms
 - Greet walk-ins/clients in a friendly, professional manner

- New Hire Process-
 - Assist applicants through the New Hire process
 - Review New Hire Packets for completion
 - Scan new hire files, place in client folder on server, inform payroll clerk file available
 - Maintain and stock employment forms, keep current and up-to-date
 - Facilitate Drug Test as needed, coordinate sample, send out as needed
 - Facilitate background checks as needed
 - Set up and print results for Integrity Testing
 - Set up Cognitive Testing



- Review benefits information as needed: Medical, Dental/Vision, 401(k)
- Prepare data for electronic filing
 - Scan file, place in appropriate client file on server
 - Inform payroll clerk file is available for viewing
- Maintain internal electronic records keeping system
 - Ensure files are up to date
 - Scan incoming documents
 - Place in employee profile in HRIS system
- Search for and investigate information contained in files
 - Retrieve/search information from hardcopy/electronic files as needed
 - Duplicate/copy information upon request
- Termination Processes
 - Date stamp termination forms, initiate term process
 - Contact client if termination form improperly filled out, information missing
 - Pull terminated files and other information as necessary
 - Scan termination form and any hardcopy files and place in employee profile in HRIS system
- Missing Information
 - Keep missing list updated
 - Notify clients and employees about missing information utilizing forms on server as needed
 - Retrieve missing information
 - Delete from Missing List
 - Complete EE file and file in proper file cabinet
 - Initiate stop work orders as needed
- Client Assistance
 - Assist in development of job descriptions
 - Assist in development and updating of employee handbook



- Address employee concerns to appropriate party
- Answer basic human resources questions

JOB SPECIFICATIONS:

- Must have a high level of interpersonal skills
 - Energetic, honest, friendly
- Work requires continual attention to detail
- Must be able to work independently and with a team
- Take initiative
 - Seek out opportunities
 - Demonstrate flexibility to perform duties wherever deemed necessary
- Demonstrate sound judgment
- One year prior Human Resources experience preferred
- Must be able to communicate effectively
 - Written, oral, and electronic
- Computer literate
 - Proficient with Microsoft Office Applications
- General administrative duties knowledge
 - Office products knowledge

OTHER RESPONSIBILITIES:

- Participate in continuing education opportunities
- Other duties as assigned based on the needs of the Company

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Job will be performed in an office environment.

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I have received a copy of my job description and fully understand my duties and responsibilities. I further understand that by accepting these duties and responsibilities in no way constitute a contract of employment, written or implied and that my employment is considered "at will".

Print Name

Signature

Date

** Please provide a signed copy to employee and send original to Swan Employer Services for employee's personnel file.*

Job Description: Administrative Assistant I