

Coalition for Hispanic Family Services
JOB DESCRIPTION

Department: Human Resources
Job Title: Human Resources Assistant
Reports To: Director of Human Resources
Date Available: Currently Available
Date Posting: September 13, 2018
Deadline to Apply: September 20, 2018

To apply: Submit a resume and cover letter with qualifications to Wanda Maldonado, Director of Human Resources. All resumes must be received by 5PM on September 20, 2018.

Objective:

The Human Resources Department provides competent, courteous, and professional assistance to all Coalition for Hispanic Family Services staff by administering benefits and changes in employment status; assisting managers with employment changes and hiring within programs; maintaining accurate and confidential personnel records; and ensuring compliance within each program, with personnel policies and employment and benefit laws.

The Human Resources Department is committed to establishing and maintaining positive working relationships with the management team, supervisors, and staff. Each person is a vital part of the organization, and each person will be treated with equal respect. Human Resources is also responsible for coaching and counseling managers and their employees, as well as managing employee benefits, including Workers' Compensation. Personnel files for all employees are managed and housed in the HR office.

Position Summary:

The Human Resources Assistant provides administrative support to the Human Resources director including payroll functions, maintaining HR systems for staff information, filing, faxing, opening mail and greeting visitors.

Responsibilities:

The Human Resources Assistant's responsibilities include but are not limited to:

- Review, process, and submit timesheets into ADP payroll system on a bi-weekly basis.
- Monitor and maintain staff time in the ADP system.
- Develop ADP monthly reports.
- Enters information into the all HR related systems including new hires, rate changes, addresses, changes, benefit information, and terminations.
- Maintains all personnel files including creating and maintaining various databases and spreadsheet files relating to employee information.
- Maintains monthly attendance tracking and reporting.

- Assists with the maintenance of all agency benefit plans in accordance with established policies and procedures.
- Assist with communication with employment candidates.
- Arrange phone interviews and scheduling of in-person interviews.
- Greet direct, and escort visitors and employees to the Human Resources department; provide assistance and adhere to any requests.
- Participate in projects, duties, and other administrative tasks assigned by the Human Resources Director.
- Maintain knowledge of functional area and company policies and procedures.
- Screen and refer all correspondence to the director or other staff as appropriate and follow up on same when necessary.
- Schedule appointments and coordinate director's schedule.
- Arrange and confirm meetings, reserve and set-up conference room.
- Assist the HR Director with overall departmental functions.
- Perform other duties as assigned by the Human Resources Director.

The ideal candidate will exhibit:

- A strong sense of integrity.
- Outstanding interpersonal skills: must display patience and be focused on customer service and satisfaction.
- Ability to work independently and respond to rapidly changing priorities of projects and deadlines in a fast paced, hands on environment. Strong problem solving skills.

Qualifications:

- Associate's degree with three plus years' experience in ADP payroll, human resources, and administration.
- Knowledge of working with ADP payroll system.
- Proficiency in MS Word, Excel and PowerPoint will be required to perform the necessary functions of this position.
- Strong interpersonal, written and verbal communication skills.
- Detail orientated and excellent organizational skills; accuracy is essential.
- Must be a mature responsible individual for supporting compliance requirements by maintaining high levels of privacy and confidentiality.
- Must be a critical thinker, who routinely communicates with all levels of employees/managers as well as outside consumers.
- Ability to analyze problems and develop a successful outcome and a demonstrated ability to work collaboratively in a team fostered environment with all levels of staff.
- Ability to adapt to a flexible schedule.