Position: Human Resource Assistant – Entry Level
Reports to: Administrative Services Director
Classification: Non-exempt; Full-Time

GENERAL POSITION SUMMARY: Under general supervision, provides human resources administrative support primarily but not limited to the areas of recruitment and selection.

ESSENTIAL FUNCTIONS
• Processes employment applications; screen applications, references, set up interviews and coordinate extensively with remote offices and managers
• Answer and direct any employee questions
• Establishes and maintains effective working relationships with those contacted in the course of work
• Attends meetings and training as required
• Maintains confidentiality of all client, staff, applicant, employment verification, personal reference and business-related information
• Other duties as assigned

SPECIFIC JOB SKILLS
• Ability to listen and communicate effectively and professionally in person, on the telephone, in writing, and electronically with persons of various levels of understanding
• Ability to read, write, and understand English; bilingual (English/Spanish) required
• Excellent telephone skills
• Ability to work independently
• Ability to organize and prioritize
• Ability to work effectively with a wide range of constituencies internally and externally
• Ability to operate standard office equipment including telephone, copy machine, scanner and FAX machine
• Ability to gather data, compile information, and prepare reports
• Ability to demonstrate respect and sensitivity to the needs of individuals. Willing and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
• Excellent interpersonal skills and the ability to demonstrate tact and diplomacy
• Ability to respond calmly and appropriately to all on-the-job situations, including emergencies

WORKING CONDITIONS
• Work is normally performed in a typical office work environment
• The position requires physical effort as a part of the essential functions. Physical effort may involve: prolonged sitting, repetitive hand motions, extensive telephone use, frequent standing and walking, occasional bending and twisting at the waist, occasional reaching above shoulder, and occasional pushing/pulling, lifting and carrying up to 25 pounds

WORK HABITS
• Required work habits include regular attendance, dependability, punctuality, teamwork, initiative, flexibility, courtesy, and professionalism.
EDUCATION AND/OR EXPERIENCE

- At least 18 years of age with a High School Diploma or GED
- One year experience in a general office environment, telephone usage and customer service required. HR experience preferred but not required.
- Bilingual required (English/Spanish)

CONTINGENCY OF EMPLOYMENT

- Acceptable criminal history background check
- Acceptable driving record

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Entry Level Human Resource Assistant. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature ___________________________________________ Date ___________