

Senior Life Resources

N O R T H W E S T

Position: Human Resource Assistant
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; duties include but are not limited to: employment verifications, personal references, completing the WATCH, the Work Number Verification, other internet search programs as needed, work with applicant and service office to gather all information needed and creating and preparing applicant files.
- 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

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) preferred but not 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
- Bilingual Required (Spanish/English)
- One year experience in a general office environment, telephone usage and customer service required. HR experience preferred but not required.

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 Senior Life Resources Human Resources 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 _____