

Senior Life Resources

N O R T H W E S T

Position: Human Resource Assistant
Reports to: Human Resources Director
Classification: Non-exempt; Full-Time
Location: In Office – in Richland, WA

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, 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
- Performs various routine clerical duties, utilizing standard office equipment, including: screening incoming calls; taking and transmitting messages; maintaining calendars; scheduling meetings; keyboarding information into databases; making photocopies; performing data entry; faxing documents; typing; and word processing.
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- Responds to requests for information from the public, administrators, and/or other interested parties; answers routine questions; directs visitors to appropriate locations.
- Files documents alphabetically, numerically, or by other prescribed methods.
- Prepares, reviews, and/or processes a variety of routine correspondence, reports, logs, information, paperwork, invoices, forms, agreements, flyers, brochures, invitations, and/or other related information in the assigned area of responsibility; keys information into applicable spreadsheets and/or databases.
- 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) 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

ADMIN Human Resource Assistant

- 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 Preferred (Spanish/English)
- 4 years' experience in a general office environment, telephone usage and customer service required. HR experience preferred but not required.
- 4 years' experience with extensive data entry

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 _____