

Bilingual HR Assistant

To apply, please email resumes to mzichi@a1roofingny.com OR call HR Director, Maria, directly at 631-786-5281. Salary based on experience.

Job Summary:

We are looking for a bilingual HR assistant to focus primarily on timecards/payroll, recruitment, employee relations. You will be the go-to person for employee related issues. You will recruit daily as we are aggressively hiring and looking to increase our workforce. You will enforce company culture and increase employee engagement.

Duties/Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation. Prepares new employee files.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, editing, updating timecards distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Schedules performance reviews for managers / employees
- Birthday announcements
- Assists with processing of terminations.
- Assist with preparation of the performance review process.
- Recruits daily for new candidates, screens candidates, tracks status of candidates, responds with follow up letters, etc.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

Education and Experience:

- Associate degree in related field required.
- Prior related office experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.