



## JOB POSTING

		<b>Req No.</b>	2018-55
<b>Title:</b>	Human Resources Assistant	<b>Program:</b>	Human Resources
<b>Reports To:</b>	HR Manager	<b>Location:</b>	Huntington
<b>Hours per Week:</b>	35	<b>Date:</b>	2/12/2018

### SUMMARY:

Family Service League is seeking a Human Resources Assistant to provide administrative support to the Human Resources Department. Under direction of the HR Manager, the HR Assistant provides administrative assistance and back-up support in the areas of data entry, checking and reporting; job descriptions; performance management; payroll; benefits; and special projects.

### RESPONSIBILITIES:

- Enter all new hires, changes and terminations into the HRIS system. Send welcome letters to all new staff and distribute ADP login information.
- Create and maintain employee files in an up to date manner.
- Enter all terminations into the HRIS system and notify members of HR and IT, as necessary. Collect relevant termination paperwork and attach to electronic records.
- Produce HR reports as needed, including turnover, open requisition, new hire, change and termination.
- Handle the Performance Management process for the Agency, ensuring all six-month and annual reviews are conducted timely. Send reminders as necessary.
- Update, track and maintain all Agency job descriptions, ensuring job descriptions for all new positions.
- Handle all legal and employment verifications for the HR Department, according to policy.
- Administer FSL unemployment process.
- Administer FSL Employee Referral Program.
- Handle supplies and purchase orders for the HR Department.
- Conduct annual employee satisfaction survey and distribute results as necessary.
- Ensure all staff licenses and credentials are maintained in an up to date manner.
- Provide support to payroll, benefits, training, onboarding and HRIS functions, as necessary.
- Facilitate program audits and assist with HR and payroll audits as necessary.
- Coordinate annual Milestone Anniversary Awards.
- Assist in all COA and PQI endeavors as needed.
- Handle special projects as assigned.



## JOB POSTING

### QUALIFICATIONS:

High School Diploma required. Bachelor's degree preferred. Two years prior Human Resources experience required. The ideal candidate will possess strong organizational, communication and interpersonal skills, the ability to multi-task and the ability to prioritize tasks in a constantly changing environment. Proficient computer skills, including Microsoft Office, and an understanding of HRIS systems required. Bilingual Spanish strongly preferred.

### QUALIFIED CANDIDATES PLEASE EMAIL RESUME TO:

[moneill@fsl-li.org](mailto:moneill@fsl-li.org)