

Human Resources Assistant

David Lerner Associates, Inc., a leading investment firm headquartered in Syosset, NY, is seeking a full-time HR Assistant to support the Human Resources Manager. David Lerner Associates, Inc., is a multi-state employer (NY, NJ, CT and FL) that has over 300 employees. The ideal candidate will have a passion for HR and possess excellent communication, administrative and interpersonal skills.

Schedule: Monday – Friday, 9:00 AM – 5:00 PM

Salary: Commensurate with experience

Key accountability will be as follows:

- Provide daily administrative support to the HR Manager
- Prepare new hire paperwork and files
- Coordinate the new hire on-boarding process
- Coordinate and process terminations
- Maintenance of all electronic and paper personnel files
- Process employment verifications
- Process state unemployment requests for information and submit timely
- Track and communicate background check results on candidates
- Create benefit kits for newly eligible employees and contact benefit carriers when necessary
- Support HR Manager in providing benefit support and information to employees
- Utilize ADP to maintain employee records and run reports as necessary
- Assist with paperwork related to ensuring compliance of EEO, ADA, FMLA, and COBRA
- Other duties as assigned

Qualifications:

- 1-3 years HR experience
- Bachelor's degree in HR or business preferred, or equivalent experience
- Must have exceptional computer skills, especially Microsoft Office Suite
- Previous experience with ADP Payroll & Workforce Now is a plus
- Exceptional organizational skills with the ability to handle multiple tasks
- Excellent written and verbal communication skills
- Outstanding interpersonal skills thus able to thrive in a people-driven, people-focused environment
- Ability to keep confidentiality to sensitive information

To apply for this role, please send your resume to gabrielle.grano@davidlerner.com.