

POSITION SUMMARY: The Human Resources Assistant will support the Human Resources Department with day to day operations of Human Resources Department while maintaining a high level of confidentiality through all aspects of the role.

POSITION OUTLINE:

- New Hire Processing
 - Creates new hire folders/packets
 - Assign ID numbers
 - Report to NYS Department of Tax and Finance
 - E-Verify new employees
 - Scan/File new hire paperwork (I-9, W4, EEO, 195)
 - Enter new employees on Intranet
 - Follow-up/collection of required documents (OSHA, defensive driving, vehicle insurance, college transcripts)
 - Request 60 day New Hire Questionnaire and track receipt
- Pre-Employment Screenings
 - Process background checks and print results
 - Update applicant flow
 - Applicant denial letters
 - Sort and file/scan incoming resumes into appropriate folders
- Benefits Administration
 - Maintain new hire benefit folders and keep current
 - Enrollments
 - Monthly Billing
 - Assists in open enrollment period (collection and filing of paperwork)
- PTO
 - PTO entry in Viewpoint
 - Correspondence with Employees & Managers for balances
- Training Coordination
 - Make attendance sheets
 - Place catering orders for trainings
 - Enter classes into Viewpoint
 - Send training certificates to employees
- Summer Intern Program
 - Collects weekly intern summaries and files them accordingly
 - Corresponds with interns to submit summaries on a timely basis
 - Organizes field day and outing for Summer interns
- Employee Requests
 - Updates employee tax filing status per W4 form
 - Address changes
- Payroll Assistance
 - E-Verify/W4 Union New Hires
 - Employment Verifications
 - Garnishments
 - Unemployment
- Administrative Duties

- Scanning/Copying/Filing paperwork and other HR documents
- Returning calls for HR Department
- Various HR related FedEx and mailings
- Research and communicate new employee discounts
- Researches enhancements to company wellness program
- HR Audits (Employee Information Audit, W4, E-Verify/I9)
- Career Fair registration and attends career fairs
- Assist in processing mid-year and annual reviews (generate training summaries & scan/file completed reviews)
- Various paperwork collection as assigned
- Coordinating community service events: Stuff-a-Bus, Making Strides Against Breast Cancer Walk, Toys for Tots, American Heart Association Go Red
- Assists with company events: collection/tracking RSVPs
- Monthly newsletter coordination
- Reception Back-up
 - Lunch coverage
 - Coverage during receptionist PTO time
 - Mail sorting
 - Process FedEx
- Miscellaneous Human Resources and Payroll duties as assigned

Skills and Aptitude:

- Bachelor's Degree in Human Resources, Labor Relations or related field
- 1-2 years' Human Resources administrative experience required
- Proficiency in Microsoft Office
- Excellent organizational, verbal and communication skills
- Ability to multi-task
- Team orientated and self-motivated

Compensation: \$45,000-\$55,000 based on experience + competitive benefits packages

Location: Farmingdale, NY

Reports to: Sr. Human Resources Generalist

Qualified candidates, please send resume and salary requirements to jmulhern@posillico.com

EEO Employer