

## **Human Resources Assistant (part-time 18-20 hours a week)**

**Competition Automotive Group** is currently seeking a part-time Assistant to support our growing team of 500 employees. Located in St James, we are a family owned business for 50+ years and strive on integrity and customer service to our employees and customers. Our dealership group includes Mercedes Benz of Smithtown, Competition BMW, Competition Subaru, Competition Infiniti and Mercedes Benz of Huntington.

This position will:

- Assist with pre-employment screening including background checks and motor vehicle records
- Ensure proper paperwork is submitted for onboarding
- Maintain benefits folders
- Enroll employees in benefits
- Assist with monthly billing for benefits
- Assist with open enrollment (collection, enrollment and filing of forms)
- Process of employment verifications
- Assist with communication of new policies, open enrollment, special events
- Assist in maintaining and auditing of employee data in ADP
- File management
- Other administrative projects as assigned and needed

Experience needed:

- 1+ years of HR experience preferred
- True desire to learn more about Human Resources
- Organized, detailed and strong work ethic
- Experience with Excel and Word
- Experience with ADP Workforce Now is a plus

Please send your resume to Susan Ferrarotti (email: [sferrarotti@competiton-auto.com](mailto:sferrarotti@competiton-auto.com)) for further consideration.