Human Resources Assistant Job Description

Hired by: Director of Human Resources   **Reports to:** Director of Human Resources

Evaluated: Annually   **FLSA:** Non-Exempt

The Human Resources Assistant is primarily responsible for assisting and supporting the administration of processes and key results that relate to the priorities of the human resources function. In addition, they guide leaders and associates on standard processes and company policies/procedures for interviewing, hiring, onboarding, associate development, performance management, and compensation and benefits.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document.
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

- Assist the Director of Human Resources with all aspects of general administrative work, which includes:
    o Maintaining employee files
    o Handling paperwork
    o Developing spreadsheets
    o Submitting requisitions
    o Scheduling meetings and interviews,
- Maintain data in various databases/systems including the HR Access, Paycor, and other systems as needed.
- Serve as the point person supporting HR-related questions and concerns, providing guidance on the self-service tools made available.
- Educate employees on school policies and procedures.
- Perform customer service functions such answering employee requests and questions.
- Support the employee recruitment process.
- Assist in orienting and acclimating new hires.

- Support initiatives that help to define, develop, and sustain a culture that enables top talent to feel engaged and do their best work.
- Assist with implementation of associate engagement/recognition projects and programs.
- Complete other duties and projects as assigned supporting the overall needs of the school.

Professional Requirements

- 1 to 2 years HR experience preferred
- Associate or bachelor's degree preferred
- Proficiency in Microsoft Office products including Word, Excel, and PowerPoint
- Excellent verbal and written communication skills
- Working understanding of human resource principles and procedures
- Capable of working independently or as a member of a team
- Professional with a sense of accountability and the ability to maintain confidentiality of information
- Excellent interpersonal, customer service, and organizational skills with consistent attention to detail
- Proven ability to handle stress effectively in a fast-paced environment
- Flexible and creative problem solver with the ability to set priorities, meet deadlines, and multitask with minimal direction
- Acute sense of urgency with the ability to provide timely follow-up with customer service philosophy

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/ Running		X	
Kneeling/Bending	X		
Reaching over shoulder	X		
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier			X

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Computer/Printer			X
Summon emergency help		X	
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____   _____

Printed Name   Date

_____

Signature