

Human Resources Assistant

Job description

We currently have an opening in our busy Human Resources office due to a job transfer. If you enjoy working with people and making a difference, then Crosspoint Human Services is the place for you.

Job Responsibilities:

- Under minimal Supervision this position performs administrative and clerical functions for human resources.
- Manages applications through an applicant tracking system from application to onboarding.
- Provides daily reporting and accurate summaries of candidate interviews, reference checks, background checks-update tasks in a timely manner.
- Coordinates and facilitates new hire orientation.
- Performs accurate entry of data into HR systems, for new hires, terminations, employee status changes, supervisor changes, address changes, and other personnel information.
- Maintenance of confidential employment files, records, tracking mandatory trainings and other related documents.
- Act as first point of contact for employee related questions regarding onboarding, processes, and policies.
- Work closely with VP of Human Resources and Leadership team to support employee engagement, teamwork, and collaboration.
- Act as back-up to Payroll/Benefits Coordinator.
- Coordinate the process for 30/60-day progress reports and 90 day introductory JPAs for all new hires/transfers/promotions.

Job Requirements

- Requires a high school diploma or equivalent, Associates is preferred.
- Three to five years experience in human resources, clerical and administrative service.
- Ability to initiate and manage projects independently.
- Requires excellent communication and interpersonal skills.
- Capable of working with a multidisciplinary team.
- Demonstrate the ability to read, understand, and assist with the development of complex reports and documents.
- Valid Driver's License and automobile insurance.

- Requires excellent organization skills, analytical skills, and the ability to think and operate at a broad conceptual level as well as a detailed level with minimum supervision.
- Requires the ability to maintain both persons served and business confidentiality.
- Must have excellent written and verbal communication skills.
- Must be a multitask oriented individual with tolerance for unusual behaviors and situations
- Must have general computer skills and the knowledge and ability to operate the agency's office software.
- Demonstrate knowledge of individual differences with respect to gender, race, ethnicity, culture and age as well as social economic, developmental and environmental factors and understands the importance of these characteristics.
- The ability to work with minimum supervision
- Must have the physical ability to bend, stoop, and lift/carry a minimum of 20-25 pounds.
- Current CPR and First Aid certification. (Or ability to obtain it)
- Valid drivers license and proof of automobile insurance

Desired Experience:

- Minimum of 3 to 5 years experience in human resources administration or clerical services. Understanding of a community based behavioral health or medical organization is a plus.

Crosspoint Human Services is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, status as a protected veteran, or status as qualified individual with a disability.

Please submit resume and salary requirements.

Job Type: Full-time

Benefits:

We offer a full benefit package including :

- **17 paid vacation Days (Can be used after 90 days)**
- **12 Sick Days (Can be used after 90 days)**
- **10 paid holidays**
- **Employers pays 75 % of medical insurance premiums**
- **Dental, Vision, and Life insurance**
- **401 k with match**

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Work Location: In person