

# JOB DESCRIPTION



## HR ADMINISTRATIVE ASSISTANT

### JOB RESPONSIBILITIES

- Supports human resources department by screening, testing, and applicants.
- Assist in payroll by calculating pay, distributing checks, and maintaining payroll records.
- Provides orientation for new employees by providing information packets, reviewing company policies, gathering withholding and other payroll information, explaining benefit programs, and obtaining signatures for documents.
- Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time.
- Administers employee benefits program including medical insurance, advising employees of eligibility, providing application information, helping with form completion, verifying submission, and notifying employees of approvals.
- Documents and tracks human resources actions by completing forms, reports, logs, and records.
- Set up and schedule complicated meetings for interviewees, hiring managers, employees, and department heads.
- Accomplishes human resources department and organization mission by completing related results as needed.

### QUALIFICATIONS/SKILLS

- Highest Standards for Complete Confidentiality of Personal Information and Documentation
- Written and verbal communication skills
- Positive attitude
- Flexibility
- Word processing skills
- Spreadsheet preparation and tracking skills
- Calendaring skills
- Presentation skills
- Administrative writing and reporting skills
- Organizational skills

### REQUIREMENTS

- Clean Background
- Dedicated Worker
- Microsoft suite experience a plus
- Scheduling experience
- Spreadsheet experience

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## EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity and Affirmative Action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a diverse workforce and we actively encourage women, minorities, people with disabilities and veterans to apply.

- \* We are only able to employ those legally authorized to work in the US. Thank you for submitting your application. Please note that only selected candidates will be contacted.
- \* All selected candidates are subject to a pre-employment drug screen.
- \* All qualified applicants will receive consideration for employment without regard for age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.
- \* For a complete list of career opportunities please visit [inlineservices.com](http://inlineservices.com)
- \* Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.