

## **JOB POSTING**

**JOB TITLE:** Human Resources Assistant  
**WAGE RANGE:** TBD  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** VP - Human Resources

### **Job Summary:**

This role will support the HR team to help carry out work on projects, help resolve conflicts, and must have ownership of his/her work. Duties and responsibilities include the support of recruiting, developing, and documenting HR policies, working on performance management, new employee onboarding, administering benefits and compensation policies, and taking part in employee relations, welfare, and safety education. This position will also be the point of contact to greet and assist visitors, answer inquiries, and create a welcoming environment.

### **Key Job Responsibilities:**

- Provide a high level of customer service while partnering with the HR team and company's management in HR matters.
- Ensure that utmost confidentiality is maintained for all sensitive HR information.
- Build strong relationships with employees and management
- Assist HR with the process of recruitment, including vetting candidates, assisting with interviews, and issuing Offer Letters.
- Support internal and external inquiries and requests related to the HR department
- Compile and maintain employee records, including holiday and sickness leaves
- Support HR-related training programs, workshops, and seminars
- Coordinate new hire orientations, enter employee data into the computer database
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- Write and submit reports on general HR activities
- Be a team contributor with HR events in managing employee communications
- Desire to continuously learn the latest HR best practices to improve workplace efficiency

### **Qualifications/Skills:**

- Demonstrated interest and knowledge of the Human Resources field.
- Strong communication skills, adaptability and ability to learn quickly.
- Analytical and problem-solving skills, technically savvy.
- Excellent time management, organizational skills, and attention to detail.
- Reliable and proactive to department needs.
- Works well under pressure.

### **Education and Experience:**

- Minimum of an Associate's Degree along with two years experience in Human Resources or equivalent education/experience.
- Impeccable written and verbal communication skills.
- Exceptional interpersonal skills, diligence, conscientiousness, and enthusiasm towards his/her work.
- Knowledge of Microsoft Office and HR-specific software programs.