

## Human Resources (HR) Assistant

### Position Summary:

As an integral member of the Isles Administrative Team, the HR Assistant supports the Human Resources, Risk Management and Administrative operations of the organization, including maintenance of employee databases, benefits administration, recruiting, onboarding of new employees, meeting coordination, compliance with state and federal labor regulations, creating safe workspaces, etc. S/he serves as a consistent liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions.

### Responsibilities:

#### *Human Resources*

- Compile, maintain and update employee records (hard and soft copies) by entering and updating employment and status change data
- Assist with the recruiting process by posting jobs, responding to candidates, scheduling interviews, etc.
- Coordinate orientation and onboarding activities for new hires and assist in the orientation process
- Track the implementation of all new hire steps and follow up to insure completion
- Assist with annual benefits open enrollment and with mid-year benefits enrollments and changes
- Keep up to date on internal HR policies and procedures, and Dept of Labor requirements and assist in ensuring compliance
- Assist with payroll preparation by insuring timecard completion and approval
- Assist with the coordination of annual performance reviews, employee training and certification, etc.
- Maintain file of current job descriptions and staff resumes
- Assist in creating and implementing policies, processes and documents
- Assist with mailings, postings, and/or electronic distribution of employee information such as W-2, benefits enrollment, 401K plan disclosures, employment law updates, etc.
- Respond promptly and professionally to employee questions, seek help when needed, and follow up
- Maintain employee confidence and protect operations by keeping HR information confidential

#### *Administrative Support*

- Maintain and update staffing-related documents and contact lists such as staff directory, organization chart, emergency contact software, building security systems (key fobs and building access), telecom system, etc.
- Coordinate document shredding services
- Coordinate staff meetings
- Assist with the coordination of annual staff events such as holiday party and summer picnic
- With the Administrative Team, develop and implement systems and procedures that support the effective operation of the organization
- Submit requisitions for HR and Administrative staff

#### *Risk Management Support*

- Assist with annual vehicle, workers comp, builder's risk, vacant properties, and business operations insurance renewals and with mid-year changes
- Assist with submission of insurance claims, and serve as liaison between staff, insurers, adjustors, medical personnel, and HR as appropriate
- Follow up on vehicle recalls, ensuring corrective action
- Maintain and update vehicle registration and insured driver information for Isles vehicles
- Maintain OSHA records and assist with reporting
- Maintain current certificates of insurance (COI) as needed by the organization and its partners, and obtain new COIs as needed
- Ensure background verification, motor vehicle checks, and fingerprinting records are up to date and meet the needs of funders and insurers

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### Position Requirements:

- High school diploma or general education degree (GED)
- HR, clerical or administrative experience
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent organizational skills and attention to detail
- Strong communication skills including good listening and speaking skills, and the ability to organize written information efficiently
- Ability to communicate effectively regarding sensitive matters
- Ability to assemble, prepare and analyze data
- Comfort using technology including a desktop computer, AV equipment, and a large volume of email messages
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to learn and utilize new software applications
- Must be approachable, friendly and self-confident and have the ability to respond appropriately and accurately in different and sometimes stressful situations
- Cultural competency in working with people of diverse backgrounds

**Compensation:** \$17.00 - \$19.50/hour wage plus comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

**To Apply:** Interested candidates should submit resume and cover letter to [hr@isles.org](mailto:hr@isles.org). Application materials should demonstrate why you are a good fit for this position and what specific skills, experiences, talents and interests you will bring to the table.