



JOB POSTING

Human Resources Assistant

Title: Human Resources Assistant

Department: Administration

Location: 68-70 Tuers Avenue Jersey City, NJ 07306

Basic Functions:

The Human Resources Assistant aids with and facilitates the human resource processes at all business locations. The Human Resource Assistant provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry.

Essential Functions:

- Serves as point of contact for employees regarding HR-related inquiries, including HRIS log-in assistance and questions regarding benefits and paid time off.
- Performs customer service functions by answering employee requests and questions.
- Coordinates and administers the online onboarding process.
- Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by Managers.
- Completes Forms I-9 and verifies I-9 documentation.
- Process employee status changes in a timely fashion, including rate changes, benefit contributions and exits.
- Aids with the filing and documenting performance reviews
- Maintains the integrity and confidentiality of human resource files and records.
- Posts open positions on company websites and job boards, including internally.
- Prepare employment verifications.
- Files documents into employee files
- Performs other related duties as assigned.

Employee Qualifications:

- ***Bachelor's degree in Human Resources or H.S. Diploma and at least 1-year field related experience***
- ***At least 1-year customer service-related experience required.***
- ***Valid NJ Driver's License Required***
- ***Prior related office experience preferred.***
- ***Experience working with Paylocity HRIS preferred but not required.***

Job Requirements:

- Excellent interpersonal, time management, and customer service skills
- Strong organizational skills and attention to detail
- Working understanding of human resource principles, practices and procedures
- Exceptional time management skills with an ability to meet deadlines.

Position is Full- Time, Paid Time Off, Medical, Dental, Vision, 401k

To apply please contact Maria, HR Lead

Phone (201) 434-3303 ext. 157

Email: mpersaud@hce.works