

Human Resources Assistant – Job Description Summary

Under the general supervision, the Human Resources Assistant performs a variety of employee relations duties associated with administering employee benefit programs, maintaining payroll systems and processing bi-weekly payroll for non-exempt, exempt, senior management and officer employees. Duties involve preparing all data pertinent to processing payroll, monitoring employees participation in various benefits, checking invoices to submit payments on benefit programs, completing various reports and maintaining personnel records, reports, files and manuals. Perform all secretarial duties for the Human Resources Department.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands