

Job Title/Position: *Human Resources Assistant*

Reports To: *Human Resources Director*

JOB DESCRIPTION SUMMARY

Responsible for administrative duties for the Agency as it relates to personnel, benefits and compliance.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Maintains all personnel files consistent with Agency policy, Conditions of Participation, and ACHC Standards.
2. Assists supervisors in resolving employee disciplinary issues.
3. Maintains annual performance evaluations.
4. Process Worker's Compensation claims.
5. Obtains background check results.
6. Assist in recruiting and orientation.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. High School Diploma preferred.
2. Basic knowledge of employment laws.
3. Proficient in Microsoft Office.
4. Demonstrates patience, flexibility and a cooperative attitude.
5. Ability to provide excellent customer service.
6. Ability to multi-task.
7. Must be tech savvy – tablet experience preferred.
8. Must be empathetic, non-judgmental, tactful, responsible, and organized.
9. Must understand the team approach and be a supportive team member.

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- 10. Must have and maintain a valid Michigan Driver's License, maintain automobile insurance coverage and have access to a reliable automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee Signature

Date