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HUMAN RESOURCES ADMIN

Position Summary/Objective

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.

Essential Functions

- Fosters a workplace environment and culture consistent with CCC's mission, vision and values.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- May assist with preparation of human resource reports such as attendance, new hire, and turnover reports.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Competencies

- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- High emotional intelligence and relationship building skills. Working with unions a plus.
- Written and verbal communication.
- Organization/Time Management.
- Adept in technology.

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

- Must be able to lift and/or move up to 15 pounds at times.
- Prolonged periods of sitting at a desk and working on a computer.

Position Type and Expected Hours of Work

This is a full-time position, Monday through Friday.

Travel

No travel required.

Education and Experience:

- Associate degree in business related field required
- 1-2 years of office work experience preferred