

Title: HR Assistant

FLSA Status: Non-Exempt

Reports to: HR Manager

Position Summary:

The HR Coordinator will work under the direction of the HR Manager to provide administrative HR support to the company. The position will be responsible for maintaining personnel files, benefit admin tasks, and assisting the HR team with onboarding, off boarding, and status changes.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

- Upload all employee documents to personnel files located on the company's google drive.
- Maintains the integrity and confidentiality of human resource files and records.
- Assists with all administrative tasks as needed.
- Provides clerical support to the HR Manager and department.
- Post and maintain job advertisements to job boards and other social media platforms.
- Assist in preparing Word, PowerPoint, and Excel documents.
- Download onboarding documents from Gusto and add to the employee personnel file.
- Assist with the recruitment process and scheduling. Tracks status of candidates and uploads candidate documents into Google Drive.
- Answers frequently asked questions from applicants and employees relative to standard policies, hiring process, etc.; refers more complex questions to appropriate HR representative.
- Assist in other departments as needed.

Competency Statements:

- Excellent verbal and written communication skills.
- Working understanding of human resource principles, practices, and procedures.
- Diligently attends to details and pursues quality in accomplishing tasks.
- Promotes cooperation and commitment within a team to achieve goals and deliverables.
- Excellent interpersonal with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.

Supervisory Responsibility

This role has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required.

Stand	O	Reach above shoulder	O
Walk	O	Climb	N
Sit	C	Crawl	N
Reach Outward	F	Squat/Kneel/Bend	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
50+ lbs	N

Push/Pull

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
50+ lbs	N

- N (Not Applicable) Activity is no applicable to this occupation
- O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
- F (Frequently) Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)
- C (Constantly) Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a full-time position with varying working hours between Monday through Friday, 8:00 a.m. to 6:00 p.m.

Education and Experience

Education: Highschool Diploma or GED required
 Experience: 2+ years administrative experience
 Computer Skills: Basic skill level in Microsoft Office, Excel, and Word.

Preferred Education and Experience

Education: Associates/Bachelor’s degree in HR preferred.
 Experience: 1 year experience in human resources.
 Computer Skills: Proficient with HRIS software preferred.

Preferred Certification:

Professional Human Resources (PHR) or SHRM-CP certification preferred.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

Signatures:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.