

Human Resources Assistant

FLSA Status: Non- Exempt

Rate: \$19.00/hr

Job Summary

The HR Assistant welcomes all visitors of the PFI Administrative Office and provides structured and ad hoc support to all customers of the department through various administrative duties. As the first point of contact for all Human Resources needs, the HR Assistant demonstrates approachability, adaptability, integrity and confidentiality. This role requires the ability to navigate all PFI systems to serve associates across multiple departments by exceptional standards and demonstrates PFI mission values in all public-facing communications and in interactions with community partners.

Job Requirements:

- Associate's/Technical Degree or Equivalent combination of education/related experience: Preferred
- Always uses outstanding verbal and interpersonal communication skills
- Routinely uses excellent prioritization and task-management skills to serve as a responsive facility receptionist
- Willingness to learn and advance through various Administrative, HR, IT and Payroll processes
- Serves as confidential liaison across multiple departments, chiefly Human Resources
- Assists with maintaining employee records and in gathering information needed for various reports
- Coordinates creative recruitment and advertisement campaigns to attract interest in employment and services
- Advertises and promotes internal and external recruitment, including facilitating applicant interviews
- Performs new hire functions from receiving applications to organizing orientation
- Coordinates New Hire Onboarding with accuracy (paperwork, orientation, training, etc)
- Responsible for Employee Personnel, Medical and Confidential file accuracy and retention schedule
- Tracks position and company required licenses and certifications monthly to maintain compliance
- Tracks Employee Performance Evaluations and communicates with Department leaders to achieve completeness
- Responsible for maintaining timely updates of all legal and safety posters and labor pamphlets
- Aids in termination process, up to and including coordinating Exit Interviews
- Facilitates Employee Appreciation, Recognition and Department specific events, as needed
- Navigates employee benefits, including maintaining relationships with benefits vendors
- Assists leadership with driving and achieving high participation with organizational initiatives
- Disseminates pertinent organization scheduling, mass-communication, and trainings under direction of Director
- Displays initiative to stay current on company and industry standards
- Attends Board Meetings on a voluntary basis (highly encouraged) to achieve professional development
- Other duties as assigned

Reports to: Director, Business Operations

Supervises: None