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JOB DESCRIPTION

POSITION: Human Resources Assistant
DEPARTMENT: Administration
LOCATION: 115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO: CEO
SALARY: \$31,200 annually
SCHEDULE: 10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.

JOB SUMMARY: We are looking for a career driven individual seeking an opportunity to learn all aspects of Human Resources. The role of this position is to act as the liaison between the HR department and employees, ensuring smooth communication and prompt resolution of all queries. This motivated candidate will assist in maintaining the HR systems, new hire processing and payroll related tasks.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- 0-2 years experience as HR Assistant.
- High School Diploma (minimum) or enrolled in college with at least 30 credits towards HR/Business field.
- Excellent writing, editing and verbal communications skills, as well as excellent interpersonal, organizational, administrative and research skills.
- Some relevant HR experience.
- Quick learner and attention to detail.
- Great planning and organizing skills.
- Quick learner as well as being independent.
- Able to maintain high level of confidentiality.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist HR Director with all administrative work in HR Office.
- Assisting in administering recruitment goals, conducting phone interviews and scheduling interviews.
- Process employment, enrollment application and reference check.
- Maintain the badge system. Keep track of employee attendance and assist with bi-weekly payroll.
- Keep all personnel files current and safeguarded.
- Establishes and maintains department records and reports.
- Provide excellent customer service (employees).
- Maintains general knowledge of applicable laws and regulations effecting HR functions by staying abreast of current HR principles, techniques and practices.
- Back up to the receptionist
- Other duties as assigned.

EOE

HOW TO APPLY:

Please read the specialty opportunities listed below and submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Human Resources Assistant” to careers@smelny.org. No phone calls, please.