

Human Resources Assistant

OLV Charities

POSITION SUMMARY:

This position performs administrative tasks and services to support effective and efficient operations of the Human Resources department. The Assistant ensures information and activities align with processes and functions as a point of contact for inquiries and employment information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides administrative support to Human Resources by performing duties such as scheduling meetings, responding to emails, creating letters, tracking and filing
2. Supports talent acquisition activities such as creating job postings, organizing resumes and job applications, scheduling interviews and pre-employment testing
3. Edits and maintains job descriptions
4. Handles administrative duties related to the performance management process
5. Assists with onboarding and offboarding employees
6. Provides support to benefit enrollment
7. Assists with implementation of policies, employment legal and regulation requirements
8. Maintains accurate and up-to-date human resources files, records, and documentation
9. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately
10. Answers frequently asked questions from applicants and employees relative to policies, benefits, hiring processes, etc.
11. Prepares documents and mailings
12. Performs other duties as assigned

SKILLS

1. Strong interpersonal skills with ability to build positive relationships with others
2. Skilled at providing excellent customer service, assessing needs, providing timely assistance and solutions to others with professionalism and diplomacy
3. Ability to work with and maintain strict access to confidential and sensitive information
4. Ability to effectively prioritize, be attentive to details and organize work in order to meet deadlines
5. Ability to respond to requests in a timely and professional manner
6. Ability to take initiative and problem solve issues creatively and independently
7. Possesses strong verbal and written communication skills
8. Ability to effectively proofread copy and reports

9. Proficient with or the ability to learn and utilize a human resource information system (HRIS), and similar computer applications.
10. Strong skills in managing Outlook calendars, setting up Zoom meetings and other meeting applications/systems
11. Ability to utilize electronic systems, enter data, generate reports
12. Ability to work independently and in a team environment
13. Highly proficient with Microsoft Office Suite (Microsoft Word, Excel, PowerPoint and Outlook)
14. Ability to demonstrate OLV Charities' values and mission

EDUCATION AND EXPERIENCE

1. High School Diploma or Equivalency required, Associates degree required
2. 3-5 years in an HR role required
3. 3-5 years' experience in utilizing Microsoft Office products (Word, Excel, PowerPoint and Outlook) required

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter along with resume to:

OLV Charities; Human Resources Department
780 Ridge Road
Lackawanna, NY 14218