

Title: Human Resources Assistant
Department: Human Resources
Reports to: Human Resources Manager

Summary

Team-oriented, flexible, independent thinker with good problem-solving skills who is capable of performing administrative tasks of moderate complexity. Must possess a high degree of independent judgment, discretion, and confidentiality and must be experienced in interacting professionally at all organizational levels and with individuals from the community.

Essential Functions

- Maintain accurate employee records, including personal details, employment documents, and time and attendance information within HR systems.
- Support the HR Generalist in the recruitment process by posting job openings, screening resumes, conducting reference checks, and preparing offer letters.
- Process new hire paperwork
- Complete required background checks; track responses
- Answer employee questions regarding health insurance, retirement plans, and other benefits
- Address basic employee concerns
- Facilitate communication between employees and HR
- Handle general HR paperwork, filing, copying, and maintain office supplies
- Create Photo Identification Badges for new hires, current employees, Auxiliary and students.
- Provide forms to employees – W4, address changes, payroll deduction, direct deposit, etc.
- Prepare paperwork for students who are at TAH for job shadow or internship.
- Process paperwork and clearances for new Auxiliary members/volunteers.
- Help plan and organize the annual holiday party, Hospital Week, and all events for employees (decorating/costume contests, etc.)
- Complete all other duties as assigned

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office Suite for word processing, spreadsheets, and presentations
- Excellent communication skills – both verbal and written
- Excellent customer service skills – over the phone and face-to-face
- Organizational skills and the ability to handle multiple tasks
- Attention to detail, good judgement, strong ethics and discretion with confidential information

Education/Experience

- Associate Degree in business or related field required



- One to three years of previous professional office experience performing Administrative Assistant duties
- Demonstrated computer proficiency including use of email, word processing, spreadsheet and database software
- Demonstrated knowledge of principles of office management and office procedures
- Human Resources experience preferred

Work Environment

Work is performed primarily indoors in a generally pleasant work area. Physical demands are primarily the ability to work in a sedentary position with occasional periods of walking or standing.

Positions Supervised

None