



Administrative Assistant - Human Resources

Department: Human Resources
FLSA Status: Non-Exempt
Work Schedule: 1st shift
Positions Supervised: None

Job Status: Full-time
Reports To: Human Resources Manager
Amount of Travel Required: None
Revised: 10/2018

POSITION SUMMARY

This position requires entering data such as payroll, benefits and recruiting information into several different databases along with an array of other day-to-day clerical support for the Human Resources department. This position also requires a great deal of confidentiality.

ESSENTIAL FUNCTIONS

- Assists with processing benefits and payroll
- Assists with background and pre-employment screening
- Assists with tracking, documenting and recording FMLA, ADA, Workers' Compensation & other programs and benefits
- Manages regulated informational postings
- Ensures employee files are up-to-date and organized
- Other duties as assigned by the Human Resources Department

Reasonable Accommodations Statement

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

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability** - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- **Communications** - Ability to communicate effectively with others both orally and in writing.
- **Conflict Resolution** - Ability to deal with others in an antagonistic situation.
- **Customer Service** - Ability to take care of the customers' needs while following company procedures.
- **Diversity Oriented** - Works effectively with leadership and others to recognize the importance of having and valuing a diverse workgroup.
- **Ethics & Integrity** - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Reliability** - Prompt and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns to leadership.

SKILLS & ABILITIES

Education: High School diploma required. Associate Degree preferred.

Experience: One to two years clerical experience preferably in a Human Resources capacity.

Computer Skills

Microsoft office suite, HRIS and web based systems experience required.

PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies

Employee Signature:

Date:

The Rapid 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 employee's 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 Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.