

# Human Resources Assistant

## Human Resources Department

**Email Resume [Here](#) to Apply**

### **Qualifications:**

- College degree preferred.
- Proficient in MS Office.
- Strong organizational and customer service skills; effective verbal and written communications skills; ability to handle data with confidentiality; proactive and flexible, with sharp attention to detail.
- HR experience a plus.

### **Duties and Responsibilities:**

#### **General HR:**

- Provides support related to personnel and staff recruiting activities for the California offices and provides administrative support to the LA Director of Administration.
- Creates and maintains employee personnel files and other Human Resources records which may be of a complex and confidential nature.
- Enters and updates employee information in Human Resources Management System (HRMS).
- Helps with new-hire onboarding procedures including initiating hiring in HRMS, preparing new employee orientation schedules, and ensuring all necessary paperwork is properly filled out and filed.
- Maintains benefits packet and conduct benefits orientation for new hires.
- Coordinates employee termination procedures and ensures all necessary paperwork is completed and filed.
- Responds to HR related questions or requests, including employment verification requests.
- Provides support with research related to HR topics.
- Orders flowers, coordinates and distributes gifts and charitable contributions for all occasions.
- Assists with organization of firm functions and HR events (staff appreciation, flu shots, etc.)
- Provides administrative support such as arranging meetings, scheduling interviews, opening and sorting mail, maintaining directory, and photocopying and faxing materials.
- Shares responsibility with other HR support staff members for overall operations of the department.

### **Duties and Responsibilities(Continued):**

- Provides assistance in the absence of others as necessary.
- Performs other duties and special projects as assigned.

### **Staff Recruiting:**

- Formats and posts jobs on the intranet.
- Monitors and maintains staff recruiting inbox.
- Creates candidate profile and links the candidate to job requisition.
- Uploads and maintains resumes; maintains applicant files and logs for legal compliance.
- Assists in scheduling of interviews.
- Conducts employment verifications/ references checks.
- Assists in preparing and extending offer letters.
- Provides other administrative support as needed.

**Status:** Non-Exempt

**Reports To:** Director of Human Resources - California

**Salary Range (CA):** \$52,500 - \$66,500 (Dependent on experience)

**Workplace Type:** Hybrid as needed.