



Job Position: Human Resources Assistant	Status: Full-Time/Non-Exempt
Division: Human Resources	Salary: Based on Experience
Posting Date: February 17, 2020	Closing Date: March 3, 2020

JOB DESCRIPTION

Summary

The Human Resources Assistant will provide administrative support for the day to day operations of human resources functions and duties. The HR Assistant carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training, benefits, compensation, organizational development and employment.

Essential Duties and Responsibilities include the following:

- Coordinate recruiting and staffing activities for the organization and it's entities
- Schedule meetings, interviews, HR events and maintain agendas
- Maintain performance management and improvement tracking systems
- Facilitate employee orientation and informational sessions
- Create and maintain new hire information in the human resources system database
- Acting as a liaison between employees and providers
- Responsible for composing and distributing internal communication to employees.
- Maintain employee safety, welfare, wellness, and health reporting
- Ensure that Human Resources files and records are prepared and maintained in accordance with legal requirements and company policies and procedures
- Assist with the day to day efficient operation of the HR office
- Participate in meetings, as assigned
- Other duties as assigned

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Must exhibit a high level of professionalism and ethical practices;
- Work as a team and able to collaborate to help others to effectively drive change;
- Gathers and analyzes information skillfully;
- Communicate in an efficient and effective manner;
- Ability to handle data with a high level of confidentiality;
- Demonstrate group presentation skills;
- Looks for ways to improve and promote quality;
- Be creative and receptive to new ideas
- Must be able to balance complex situation

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

- Proficient in office management and procedures
- Knowledge of HR practices, reporting and recordkeeping requirements
- Strong organizational skills
- Ability to be accurate and attentive to detail
- Possess excellent communication skills; written and verbal skills required
- Highly computer literate with capability in email, Microsoft office programs and business and communication tools
- Ability to assist and support others
- Works well under pressure and meet tight deadlines
- Self motivated and able to work independently

Education/Experience

- High school diploma or GED required; College experience preferred
- Minimum of 5 years proven experience as an Human Resources professional or relevant administrative position required;
- Experience in data entry, generating reports in an HR database and HRIS system

Computer Skills:

To perform this job successfully, an individual must have knowledge of Word Processing software; Spreadsheet software; Internet software and Human Resource systems.

Equipment, Machinery, Tools and Material Utilization:

Requires the ability to use, operate and/or handle equipment such as computer, copier, calculator or telephone. This is not an inclusive list.

Certificates and Licenses

No certifications or licenses required.

Supervisory Responsibilities

This job has no supervisory responsibilities

Work Environment

Frequent keyboarding required, using hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus; May spend up to 8 hours per day sitting and may have occasional movement throughout the facility; Frequent use of the telephone.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

