

Los Angeles Mission, Inc. Job Description

Job Title: Human Resources Assistant
Department: Human Resources
Reports To: Human Resources Manager
FLSA Status: Part-Time Non-Exempt
Prepared By: Human Resources Department
Prepared Date: July 2019

SUMMARY:

Demonstrates Christ-like behavior and attitude in all areas of job responsibilities. Under general direction of the Human Resources Manager, the Human Resources Assistant assists with the administration of the day-to-day operations of the human resources functions and duties: HRIS, employee relations, service, training, development and benefits,

ESSENTIAL DUTIES AND RESPONSIBILITIES Includes but are not limited to the following

- Assists with the day-to-day efficient operation of the Human Resources Department.
- Assist in employee relations.
- Assist in employee safety, welfare, wellness and health.
- Assists employees with benefits and leave of absence process.
- Maintains absolute and strict confidentiality of all personnel data and pay matters.
- Assists in recruitment effort for exempt and non-exempt personnel (excluding managerial levels and above); and helps coordinate the use of temporary employees.
- Assists department in carrying out various human resources programs and procedures for all company employees.
- Assists in organizational training and development efforts.
- Assists in maintaining Human Resources Information System records and compiles reports from database.
- Maintains employee files and the HR filing system.
- Participates in administrative staff meetings and attends other meetings and seminars as needed.
- Participates in planning and production of employee-related events and activities.
- Must be organized and efficient in daily tasks.
- Performs other related duties as required and assigned.

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND SKILLS:

Requires prior knowledge of principles and practices of human resources. Prior experience with an HRIS database preferred. Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree preferred or one to two years' experience in the HR field or any similar combination of education and experience.

COMPUTER SKILLS:

Computer literacy is required. Must be able to operate MS Office Suite with ease. and other internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.

MATHEMATICAL SKILLS:

Ability to define problems, collect data, establish facts and draws valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to

finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry callers. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Approval

Date