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Human Resources Assistant Coordinator

Industry

Finance and Human Resources

Description

The Human Resources Assistant Coordinator will work with the HR Manager to complete all HR related processes. The HR Assistant Coordinator will perform several functions associated with employee and contractor payroll, training schedules, surveys and general staffing events. The position is a part-time hourly position, which reports to the HR Manager.

Employment Type

Part Time

Responsibilities

- Prepare and process semi-monthly payroll through SaaSHR for NewAP Staff, AmeriCorps members, and monthly payment for 1099 Contractors. Payroll report should be prepared for review with the Chief Financial Officer and Chief Executive Officer prior to processing deadline.
- Ensure all semi-monthly employee and monthly 1099 contractor timesheets are submitted.
- Work closely with Business Management team in providing payroll reports, compensation and benefits budget information, and other staff-related expense information as needed.
- Schedule quarterly professional development, annual staff training and meetings in collaboration with HR Manager.
- Conduct onboarding and annual training for all 1099 contractors.
- Ensure all 1099 contractor information is up to date in SaaSHR.
- Enter all background check information for processing.
- Distribute annual employee climate surveys.
- Monitor annual performance evaluation and benefits enrollment submission for finalization with HR Manager.
- Maintain organization's HRIS system (SaaSHR) in collaboration with Propel HR. This includes hiring & terminations, timesheet submission, leave accruals, payroll tax, standard and ad hoc monthly reporting, EEOC data, COBRA and ACA reporting requirements and other functions available to New AP through the SaaSHR system.
- Prepare quarterly PTO liability report.
- File all Workers Compensation claims.
- Ensure all required Labor relations posters are up to date.
- Provide ad hoc support and make recommendations on internal communications, staff committees, staff wellness, and other employee initiatives.
- Other duties as assigned.
- Provide backup to all team members of the Business Management Department as appropriate.

Qualifications

- - Excellent interpersonal skills and ability to successfully interact with a diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
 - Detailed oriented with strong analytical abilities and skills. Strong

organizational skills.

- Self-starter, takes initiative, recognizes a sense of urgency.
- Demonstrated core competency skills in MS Windows, MS Excel, MS Word, PowerPoint, and Outlook.
- Commitment to organization's mission and serving refugees.
- Adapts easily to working in a dynamic and changing environment.
- Associate degree in HR, Business Administration or related field; and/or 3 years of relevant work experience.
- Excellent verbal and written communication skills.
- Submit to a criminal background check.

Job Benefits

This is a part-time, hourly position with an hourly range of \$20 – \$30/hour. Average work hours will be between 15 and 20 hours per week. This position is not benefit eligible. Employer pays life and disability insurance.