



Human Resources Assistant

Essential Functions

The Human Resource Assistant provides assistance to the Human Resource department and facilitates the human resource processes at all business locations. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry.

Responsibilities:

- Administers FMLA and STD policy by completing necessary paperwork, tracking employees and maintaining.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Performs recruiting and interview process for Union employees. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Conducts new hire orientation for hourly production employees.
- Record documentation in HRIS system for all employees.
- Assists in administering health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Processing of termination paperwork and HRIS termination changes.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Assist with employment engagement events.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Processes unemployment claims.
- Other duties as assigned.

Required Education and Experience

- 2+ years Human Resources experience preferred
- Associates degree preferred
- Experience with Microsoft Office (Word, Excel and PowerPoint)

Salary Compensation: \$19.50-\$22.47 per hour

Please send resume to our Human Resources Manager at jobs@empirecomfort.com. Place "Human Resources Assistant" in the subject of your e-mail.