

Demonstration Position Description

The Human Resources assistant assists with the administration of the day-to-day operations of the 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 and development, benefits, compensation, organization development, executive administration, and employment.

The HR assistant has partial responsibility for these areas:

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- recruiting and staffing logistics;
 - performance management and improvement tracking systems;
 - employee orientation, development, and training logistics and recordkeeping;
 - assisting with employee relations;
 - company-wide committee facilitation and participation;
 - company employee communication;
 - compensation and benefits administration and recordkeeping;
 - employee safety, welfare, wellness, and health reporting; and
 - employee services;
 - maintaining employee files and the HR filing system;
 - assisting with the day-to-day efficient operation of the HR office.

The Human Resources assistant contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources assistant helps with the implementation of services, policies, and programs through HR staff; reports to the HR director, and assists company managers with HR issues.

Primary Objectives:

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- Safety of the workforce.
 - Development of a superior workforce.
 - Development of the Human Resources department.
 - Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
 - Personal ongoing development.
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