



The Committee for Hispanic Children and Families, Inc.

**Job Title:** Human Resources Assistant

**Reports to:** Director of Human Resources

**Department:** Human Resources

**Schedule:** 35 Hours/Week,

Monday-Friday: 9:00am-5:00 pm

**Status:** Full-Time/ Non-Exempt

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### **Job Summary:**

The HR Assistant is the nucleus of the HR department and contributes to the accomplishment of Human Resources practices and objectives throughout the full employee life cycle – from recruitment to hire to termination. The ideal person has an interest in developing a career in Human Resources and will have the opportunity to support the HR Director's dynamic work environment.

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### **Duties/Responsibilities:**

The duties listed below are intended to describe the general nature and level of work of this position. The list is not meant to be exhaustive or restrictive. Other duties may be assigned under the supervision of The HR Director.

- Provide support in recruitment and hiring efforts, such as posting job openings with our ATS system, prescreening, arranging employment interviews, creating, reference checks, assisting with preparation for external recruitment events, etc.
- Co-manage the onboarding process including conducting new hire orientation meetings, creating welcome emails, collecting new hire paperwork, and preparing security access cards.
- Create, maintain, and organize personnel records (physical and electronic) with HR regulations and I-9 forms in accordance with employment law requirements.
- Provide administrative support for employee terminations, including scheduling exit interviews, and creating termination letters, COBRA notices, and departure emails.
- Compile and prepare reports from personnel databases.
- Maintain and organize all audit results, policies, and liability certificates.
- Review and update HR information system records
- Enforce company policies, rules, and regulations.
- Communicate all relevant information to employees and job applicants.
- Assist in completing the payroll process with the Finance Team.
- Support the HR Director with ad hoc meetings, communications, and projects.
- Coordinate department meetings and take accurate notes.
- Manage department invoices and communicate with the finance department for payments.
- Any other duties that can reasonably be expected of you.



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**Required Skills/Abilities:**

- Must have excellent oral and written communication skills.
- Knowledge of MS Outlook, Word and Excel required, knowledge of PowerPoint a plus.
- Must be well-organized with superior attention to detail and able to manage multiple priorities and deadlines.
- Able to work with a great degree of independence and successfully navigate a fast-paced and ambiguous environment.
- Adheres to strict confidentiality requirements and protection of sensitive employee data/records.
- Ability to prioritize tasks well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- Minimum Bachelor's Degree in human resources or Associates Degree with relevant experience.
- Minimum two years of professional-related experience is required.
- Experience with Human resources and/or compensation and benefits
- Understanding of NYS State Labor Laws
- Experience with clearance processes like DOH, SEL, SCR, PETS, etc. *preferred*.
- Experience with ADP systems *preferred*.
- Understanding of general HR processes, and experience providing support to the full employee life cycle (e.g., recruiting, onboarding, termination) *preferred*.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Salary: \$55,000.00

- ❖ *CHCF offers a comprehensive employee benefits package.*
- ❖ *CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.*