

McGill Associates, PA
Job Description

JOB TITLE: Human Resources Assistant (Corporate Office in Asheville, NC)

Supervisor: Director of Human Resources

Employment Category: Full Time; Hourly; Non-Exempt

This job description is not intended to be all-inclusive. All employees are required to participate in a team environment and communicate effectively and efficiently with other assistants and administrators to foster intra-office and cross-office work sharing.

GENERAL:

The Human Resources Assistant assists with day to day operations of the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up new employees in Vision, create and maintain employee personnel and benefit files.
- Process I-9, E-Verify and State New Hire reporting for all new employees within required timeframe.
- Process benefit paperwork for all newly hired employees in a timely manner; follow up when paperwork is outstanding
- Coordinate and provide orientation to all new hires
- Assist employees with benefit questions, EOB, process questions. Process benefit changes for all employees in a timely manner. Assist with annual Open Enrollment
- Communicate payroll changes (absences, bonus, leaves, promotions, salary, terminations, vacation payout, etc.) to accounting; ensure payroll changes are made prior to effective date of change.
- Coordinate termination process; complete SAAR, terminate benefits, provide employee with required paperwork including COBRA paperwork, life insurance conversion notice(s); pull terminated employee files, process termination in Vision.
- Review and approve invoices of temporary and/or contract employees.
- Process Verification of Employment Requests, as needed.
- Assist Director of Human Resources with medical reimbursement process twice per year.
- Coordinate travel for candidate interviews and orientation, as needed
- Assist Director of Human Resources with firm-wide social events, i.e. Holiday Party, Company Picnic, Annual Ladies Luncheon, Service Day, etc.
- Draft and distribute News from Human Resources weekly or as needed.
- Update and distribute phone list and birthday list monthly or as needed.
- Creation of files and filing of all HR related documents
- Provide clerical and administrative support to the Director of Human Resources. Generates reports as requested by Director of Human Resources.
- Serve on Committees and Teams as requested by the Director of Human Resources
- Other duties as assigned

CERTIFICATES AND LICENSES REQUIRED:

- Valid North Carolina driver's license
- Notary Public preferred

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EDUCATION and/or EXPERIENCE:

- Associate's Degree in Human Resources or related field and 2-3 years of relevant HR experience preferred; will consider experience in lieu of education
- Basic knowledge of labor laws
- Excellent organizational and communication skills
- Computer proficiency in Microsoft Office required

SUPERVISORY RESPONSIBILITIES:

None

LANGUAGE SKILLS:

Ability to read and interpret documents, short correspondence, and memos. Ability to effectively communicate and to present information in one-on-one and small group situations to staff members.

VISUAL ACUITY:

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Ability to have close visual acuity to perform activities such as preparing and analyzing data and figures; viewing a computer monitor or other mobile device; and moderate reading.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions and to deal with problems involving several concrete variables.

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 frequently required to sit for long periods of time and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, or crouch. Must be able to successfully perform keyboarding functions while sitting in front of computer monitor for long periods of time.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee will encounter inside environmental conditions and the noise level in the office work environment is usually quiet to moderate.