

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Human Resource Assistant

Job Announcement

Summary:

We are looking for an HR Clerk to support the day-to-day duties of our Human Resources department. Our ideal candidate has great time management and organizational skills; can juggle various tasks in a timely manner; has experience with HR procedures; operates in a professional and ethical manner; refrains from gossip and understands the importance of maintaining the confidentiality of sensitive employee information. Ultimately, this person should be able to contribute to the attainment of specific goals and results and the overall effectiveness of the HR department.

Salary & Benefits

This is a full-time position (35-40 hours/week) with a starting hourly wage of \$17.23. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All **full-time** employees are invited to participate in the company's health benefits package after completing the 60/90-day employment introductory period.

Minimum Qualifications:

Graduation from an accredited college or university with an Associate's Degree in a relevant field and at least one (1) year of experience in a similar position (education may be substituted by experience on a year-for-year basis); requires knowledge of Microsoft Suite, including word processing and spreadsheet applications; requires the ability to effectively communicate both orally and in writing. Must be reliable and be able to pass a background check.

Other Skills:

- Must have extensive customer service skills and be able to work with others of diverse backgrounds while fostering and maintaining positive working relationships;
- Must possess personal qualities related to respect for the rights and confidentiality of others and apply discretion at all times;
- Must be attentive to detail and accuracy;
- Must be able to handle stress in a fast paced working environment;
- Must have a good understanding of HR operations (recruiting, onboarding, training and compensation);
- Must be capable of learning or have a basic knowledge of labor legislation;
- Hands-on experience with MS Office;
- Solid organizational and time-management skills.

Essential Duties and Responsibilities: Under the supervision of the Human Resources Manager, the HR Assistant performs a variety of responsible and complex technical and administrative duties relating to personnel functions and programs in the areas of employee processing. Such duties include, but are not limited to, the following:

- Perform a variety of general office support duties: ongoing filing, make copies; maintain calendar of activities, meetings, and various events as necessary; compose and type letters, memoranda, and other correspondence as required;
- Provide customer service, both in-person and by telephone; screen and direct telephone calls; take and relay messages; answer questions as necessary;
- Process personnel action forms and create new employee files;
- Assist with new-employee onboarding practices

- Maintain complete and secure electronic and hardcopy personnel records; performs data entry of pertinent personnel information and formulates basic queries and reports as necessary; performs ongoing data entry and personnel file maintenance;
- Process documentation relating to personnel activities (performance evaluations, etc.);
- Process employee changes and update applicable systems and databases accordingly, including coordinating with payroll and marketing when necessary;
- Coordinates background check processing for Intellicorp, Certifix and Probation;
- Process and monitor volunteer and intern applications on an ongoing basis, ensuring that services are conducted inside of contract dates and that eligibility documents are maintained according to State and Federal laws and/or company policies;
- Assists with the processing of benefits and all benefit administrative related tasks, including enrolling and removing separated employees from applicable systems;
- Monitor personnel eligibility documents on an ongoing basis to ensure that files are maintained according to Company policies, State and Federal laws and/or according to a Contractor's requirements; request updated documents when applicable;
- Assists employees with basic interpretation of HR policies and procedures;
- Conducts basic employment verifications and answers employee related inquiries;
- Prepare required HR related federal and state reports when applicable and in a timely manner to ensure reports are submitted according to deadlines;
- Assist with worker's comp processes when necessary;
- Process mail including receiving, sorting, distributing incoming and outgoing correspondence and packages;
- Maintain supplies for Human resource department;
- Operate a variety of office equipment including a computer, typewriter, copier, and facsimile machine; utilize various computer applications and software packages;
- Maintain absolute confidentiality in all aspects of HR;
- Assist with other related duties as required.

Working Conditions

Performing duties for this position may require spending the majority of the day walking, standing and sitting. Applicant must also be able to work well under stress and meet deadlines.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.