



## **Job Announcement**

### **Human Resource Assistant**

We are looking for a highly motivated individual with an HR background to join our HR team!

#### **Job Responsibilities**

The HR Assistant reports to the Director of Human Resources and is responsible for the following:

- Maintenance, filing, scanning and retention of all documents related to employment
- Create & assemble print materials for new hires, benefits, trainings & events
- Respond promptly to requests for verification of employment
- Track & distribute monthly employee service award program
- Assist HR Coordinator with various tasks including Annual Conflict of Interest Disclosure Statements, Org Chart and Employee Directory updates
- Update public/secure drives & HRIS with new or revised HR forms & documents
- Other duties as assigned

#### **Other Duties & Responsibilities:**

- Assist HR Generalist with recruitment efforts
- Provide documents to auditors in a timely manner
- Complete HR-related mailings ensuring proof of receipt

#### **Qualifications**

We are looking for candidates who have:

- Excellent organizational skills, attention to detail and ability to prioritize.
- Able to communicate effectively, both verbally and in writing.
- Computer literate; familiarity with Microsoft Office, Outlook
- Minimum 1-year experience in a busy HR department or 2 years as an administrative assistant, with a high school diploma.
- Committed to strict confidentiality and privacy of sensitive materials.

#### **Physical Demands/Work Environment:**

Requires sitting at a desk for long periods of time, mobility to move around office and use office equipment to make copies and scan documents.

**Position Information:** This is a part-time non-benefited position.

**To Apply:** Submit a resume, and three professional references to [resumes@foundcom.org](mailto:resumes@foundcom.org). Be sure to type "HR Assistant" in the email subject line.

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.*