

## Human Resource Assistant

OPEN

**Position Type:** Non-Exempt  
**Category:** Part-time position (20 hours/week)  
**Classification:** G  
**Reports to:** Director of Human Resources

### Summary/Objective

The Human Resource Assistant is responsible for the administrative support of day-to-day human resource operations to include recruiting & onboarding processes, employee records, and employee engagement. Position supports employees from Brentwood UMC, the Early Learning Center, and the Day School.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### RECRUITING & ONBOARDING

- Prepare job opening announcements for posting on various job sites
- Manage recruitment and interview process tracking status of candidates, scheduling interviews, reference checks, and follow up
- Develop orientation schedule and coordinate onboarding materials for new employees
- Keep staff organizational chart up to date and create employee nametags and building door signage as needed

#### EMPLOYEE RECORD MAINTENANCE

- Maintain personnel files (paper & digital) per HR retention policies and procedures to include hiring & onboarding documents, job descriptions, employment status changes, compensation information, performance reviews, termination documents, and other employment-related documents
- Run routine data-checks for HRIS data integrity and accuracy
- Maintain accurate information and documents in HRIS timekeeping & payroll systems, compensation files, organizational charts, and office signage
- Assist Director in timesheet checking & processing
- Assist Director with preparation of annual performance review process
- Exhibit high standards of confidentiality of all employee records and information

#### OTHER HR RESPONSIBILITIES

- Maintain high standards of confidentiality of all employee records and information
- Train staff on basic HRIS functions
- Maintain the Staff Portal webpage (in SharePoint) so that employees have ready access to all policies, procedures, forms, and general BUMC information
- Administer the BUMC background check software, setting up users, managing software profiles, and training staff on its use
- Understand and interpret HR policies and BUMC procedures for staff.
- Knowledgeable of employee benefits, process monthly invoices, and assist with annual Open Enrollment
- Answer questions and problem-solve as needed with employees
- Work with supervisor on various projects throughout the year such as monthly staff meeting, other all-staff gatherings and activities, birthday acknowledgements, and employee recognition

#### ADMINISTRATIVE DUTIES

- Process purchase order requests and make purchases as requested
- Makes photocopies, mails, scans, and emails documents and performs other clerical functions as requested

**Competencies**

- Competency in Microsoft Office software and other web-based technology with ability to learn computer programs quickly and use them proficiently (e.g. Ministry Platform church management system, event scheduling & registration software, and calendaring software)
- Understand basic finance and human resource processes
- Effective written and verbal communication skills
- Strong empathy and interpersonal skills
- Exhibit conceptual thinking while also having excellent organizational skills with strong attention to detail and accuracy.
- Able to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

**Education and Experience Requirements**

- Associate degree in business administration or human resource related field preferred
- One (1) – two (2) years of human resource related experience preferred

**Supervisory Responsibility**

This position does not have supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment.

**Physical Demands**

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

**Expected Hours of Work**

Days and hours of work are Monday - Thursday, 20 hours per week.

**Travel**

There is no travel required for this position.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*