



# Human Resources Assistant

## ABOUT THE JOB

We are looking to employ an HR Assistant with outstanding written, verbal and interpersonal communication skills. An HR Assistant is expected to be a conceptual thinker with fantastic organizational and time management skills. You will have excellent administrative and IT skills with the ability to multitask and adapt in a fast-paced environment.

To ensure success, HR Assistant should display strong problem solving and decision-making skills with a deep understanding of employee relationships and staffing management. Top candidates will be fantastic at managing conflict, effective at scheduling and thorough in the recruitment process. You will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations.

## ESSENTIAL FUNCTIONS

**General:** Assist with the day-to-day administrative and human resources functions of the department.

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records, including auditing personnel files
- Schedule meetings, interviews, HR events and maintain agendas
- Coordinate training sessions and seminars.
- Provide high level customer service: Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Make photocopies, fax and scan documents and perform other clerical functions.
- Manage inventory for HR Department and order supplies.
- Fill in at reception desk when needed. Assist HR Department with various projects and related duties as assigned.
- Liaise with other departments or functions.

**Recruitment and Onboarding:** Oversee and manage all the onboarding steps for new hires

- Supporting the administrative part of the new hire process (screening, offer letters, updating of HR systems)
- Post all positions internally and externally.
- Regularly update posting site logs (CJ)
- Schedule and assist with new staff orientation
- Prepare offer letters for new hires, promotions, etc.
- Benefits and systems enrollment
- Schedule onboarding meetings

## Reporting and Research

- Maintains human resource information system records and compiles reports from the database, i.e., performance management reports, benefits enrollment reports, other data reports
- Support the Wellness Program through research, generating dispersing marketing materials.



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## Compliance

- Submit and monitor background checks, reference checks and verifications of employment status
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.
- Files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
- COBRA Administration
- Tracks and collects vaccination proof for as long as required

## Other

- Support other assigned functions
- Keep up-to-date with the latest HR trends and best practices

## Requirements:

- Associate's degree in human resources or related (essential).
- 2 years of experience as an HR Assistant (essential) with 5 years administrative experience.
- Exposure to Labor Law and employment equity regulations.
- Effective HR administration and people management skills.
- Full understanding of HR functions and best practices.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Ability to adapt to fast-paced and changing environments.
- Ability to gain trust, credibility, and build rapport with all employees.
- Ability to manage sensitive/confidential information appropriately.
- Cultural Awareness with a dedication to diversity and inclusion

## Competencies

- Meticulous attention to detail.
- Spirit of collaboration and team-work.
- Excellent written and verbal communication skills.
- Critical Process Evaluation.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.

## WORKPLACE CULTURE AND BENEFITS

HopeWell has an unparalleled work culture, with an emphasis on diversity, belonging, inclusion, equity, and holistic wellness. At HopeWell, each team member is called to uphold and live daily the values of empathy, strength, learning, and integrity. HopeWell is an environment where we laugh and smile while handling serious, life-changing work.



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HopeWell offers a comprehensive total rewards package that values employee wellness, work-life balance, and continuous learning. Benefits include **student loan pay-down assistance**, tuition reimbursement, funding for professional development, as well as a full suite of healthcare benefits, and generous paid-time-off.

To apply, please submit an application:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/766356/HopeWell-Inc/Human-Resources-Assistant>