



Humane Society of Broward County **Human Resources Administrative Support**

Job Title: HR Administrative Support (Part-Time)
Department: 100-Administration
Reports to: Human Resources Generalist
Revision Date: 10/2017

JOB SUMMARY

This position is responsible for providing administrative support to the Human Resources Department including payroll duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with HR processes including payroll duties.
- Assists with the recruitment process, including screening applicants, entering information onto an applicant tracking system, reference checking, coordinating drug testing, conducting background screening, and updating internal and external job postings.
- Assist with the new hire and termination process including new hire orientations.
- Assist with benefits administration to include scheduling new benefits orientations and coordinating 401k quarterly meetings.
- Update organization chart.
- Assist with the introductory and annual review process.
- Assist with the Humane Education Citizenship training program.
- Assists with set up and communication of events coordinated by the HR department to include open enrollment, Biggest Loser, Health & Wellness Fair and Staff Celebrations.
- Order/pick-up Birthday and Anniversaries Cake each month. Send out celebration cards monthly and create monthly staff celebrations flyer.
- Contacts local businesses via email and/or phone to solicit prizes for employee events.
- Assists with Workers' Compensation injuries to include escorting employees to medical clinic or drug testing facility as needed.
- Assists with the implementation of company safety to ensure compliance with OSHA Requirements.
- Assists employees with HR related questions and interpreting and explaining HR policies.
- Assists with various clerical duties such as, but not limited to: laminating, filing, imaging, answering phones, data entry and proofreading.
- Assists with developing and proofreading documents, presentations and fliers.
- Assists with the managing of electronic employee files and HR records.
- Assures discreet handling of all Human Resources related matters.
- Assists HR department with other projects as needed.

NON-ESSENTIAL DUTIES

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None; however, may lead, train, or participate in work team assignments.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITIES:

- Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals.

- Ability to perform basic mathematical functions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to process complex verbal and written instructions and translate them into a series of logical problem solving steps.
- Ability to communicate effectively verbally and in writing.
- Ability to fluently speak, write and understand English.
- Ability to operate a desktop PC and related peripheral computer equipment.
- Ability to answer all questions effectively and in a pleasant manner.
- Ability to work independently on assigned tasks and manage several tasks at the same time.
- Ability to work in a fast paced environment and under stress.
- Ability to exhibit patience and compassion with the general public.
- Ability to manage multiple priorities.
- Ability to be flexible, adaptable, and professional at all times.

PHYSICAL DEMANDS

- While performing the duties of this Job, the employee is regularly required to sit for long periods of time.
- While performing the duties of this Job, the employee is required to answer phones and make phone calls.
- While performing the duties of this Job, the employee must be able to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear for extended period of times.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must be able to place and retrieve information in and from file cabinets.
- The employee must be able to utilize phone system, 10-key calculator, typewriter, copier, scanner, desktop PC and related peripheral computer equipment.
- Specific vision abilities required by this Job include close vision and the ability to adjust focus.
- Adhere to company personal appearance policy and wear supplied uniform shirts/jackets when required.
- The employee may be required to work extended hours during a company-defined crisis or disaster situation.

WORK ENVIRONMENT

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

- While performing the duties of this Job, the employee is regularly exposed to domesticated animals.
- Job is performed in an office setting and employee has limited exposure to wet or humid conditions (non-weather).
- The noise level in the work environment varies from low to moderate levels.

EDUCATION, EXPERIENCE, and TRAINING

- High school diploma or general education degree (GED) required, some college or technical education preferred.
- 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience.
- Knowledge of proper phone etiquette.
- Knowledge of customer service principles and practices.
- Requires effective oral and written communication skills and excellent interpersonal skills.
- Must possess strong follow-up skills, be detailed oriented, have a sense of urgency and be results driven.
- Ability to work in a very fast paced and busy HR office.
- Constant multi-tasking and prioritizations skills required. Must have strong initiative to get the job done independently with minimum supervision and have a serious work ethic.
- Ability to organize, problem solve and meet deadlines and goals.
- Knowledge of administrative and clerical procedures.
- Must be computer literate and experienced with MS Office products and relevant software applications.
- Non-profit experience preferred.

Note: Management has the right to assign or reassign duties and responsibilities to this Job at any time. Critical features of this Job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position. This job description does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I HEREBY ACKNOWLEDGE THIS FORM HAS BEEN PRESENTED TO ME BY MY SUPERVISOR AND I HAVE READ AND UNDERSTAND THE DUTIES OF MY POSITION:

EMPLOYEE:

Print Name: _____ Date: _____

Signature: _____

SUPERVISOR:

Print Name: _____ Date: _____

Signature: _____