

Human Resource Assistant - Kintock Group, Bridgeton

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Description

General Description

Under the general supervision of the Human Resource Manager, this position will provide administrative assistance for the Human Resource Management department in accordance with established policies, procedures, employment regulations and contracting agency requirements.

Job Requirements (*Performs other work related duties as assigned by immediate supervisor*)

- Answering incoming telephone calls timely, professionally, and accurately and returning voice messages timely.
- Assisting in the administration and implementation of all employment processes
- Providing general clerical support for the human resource management department
- Create and maintain personnel, training, medical, Workers' Compensation and ACA files.
- Assisting with the recruitment process, phone screening, scheduling interviews, and new hire orientation (maintenance of a human resource management record keeping system)
- Administration of department mail, faxing, and scanning, and new employee badges

- Assist with processing pre-employment clearance request (BOP/DOC/Parole), reference checks and any related employment correspondence.
- Process IT tickets for new and separated employees.
- Provide documentation for unemployment cases and workers' compensation claims.
- Schedule Occupational Health appointments.
- Assisting with sending out email explaining the Exit Interview process.
- Tracking of Employee Performance Appraisals.
- Ordering/Tracking of employee uniforms and department supply ordering; as well as name plate orders
- Preparing all new hire packets and verifying information provided by applicants
- Assisting in the preparation of biweekly employee time-reports for payroll
- Maintaining and updating applicant tracking log and performance appraisal spreadsheet
- Assisting with the coordination of employee engagement activities
- Distributing and posting internal company communication
- Enroll new employees in the time clock
- Maintaining clearance through contracting agencies
- Responsible for collection of assigned ACA documentation
- Participating in mandatory training and staff development sessions
- Performing other job-related duties as assigned

Qualifications/Skill Requirements

Advanced office training; At least three years of satisfactory performance in a related position; of related experience and computer literacy.

Knowledge

- Accepted principles and practices of Human Resource Management;
- Modern Computer technology including MS office (Word, Excel, Power Point, etc.)
- Accepted business communication and protocol.

Abilities

- Manage multiple projects simultaneously and effectively;
- Establish priorities and manage timelines accordingly;
- Function as part of a team and work well independently;
- Demonstrate effective interpersonal and business communication skills;
- Communicate effectively with all levels in the company, in writing and verbally;
- Maintain confidentiality at all times;
- Sit, stand, stoop, bend, walk, climb stairs and lift minimal weight;
- Manage a flexible work schedule, and
- Clear through contracting agencies.

Education Requirements

Three years of experience in the Human Resources field or other administrative roles, including the use of excel, word, email, etc.