



## JOB OPPORTUNITY

### Human Resources Assistant

**Location:** Oxford, MS  
**Direct Report To:** Regional General Manager/VP of Government and Regulatory Relations

#### Job Summary:

The Human Resources Assistant's job entails providing a comprehensive administrative and operational support to the day-to-day operations of the human resources function, ensuring the efficient delivery of the payroll process, recruitment processes, and the accuracy of employee data records. The Human Resources Assistant liaises closely with all departments throughout the organization providing a customer focused and effective human resources support service to the organization in helping the company achieve all its goals and objectives.

#### Job Responsibilities:

- Preparing and posting job advertisements, screening applications, arranging interviews, and administering pre-employment tests as required.
- Preparing source documentation needed for new hires, or effective changes in pay, status, or benefits.
- Establishing, maintaining and controlling personnel, employees, recruitment relations records, files, correspondence, reports, and organizational charts.
- Managing sensitive and confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Exercising individual judgment while dealing with potential or current issues on own initiative and bringing them to manager's attention
- Interpreting, assisting and advising employees and managers regarding leave management and benefit administration and human resources procedures and policies within the specified company guidelines.
- Handling issues and inquires in unavailability of the Human Resources Manager.
- Administering drug screens and background checks.
- Preparing paperwork needed to create new employee profile and to place new employee on payroll.
- In charge of processing bi-weekly payroll for the company
- Providing assistance in hiring process activities such as posting jobs on job boards or website, reviewing applications and maintaining a spreadsheet on tracking all applicants.
- Providing assistance in monitoring employee performance appraisal process.
- Interacting with and supplying information to employees, department heads, and job applicants.

#### Skills and Specifications:

- Effective problem-solving skills.
- Knowledge of the recruitment process.
- Able to present information in forms, tables, and spreadsheets.
- Excellent communication skills both orally and in writing.
- Should be committed in diversity and equality culture in the workplace.
- Ability to operate under pressure with minimum supervision.
- Proficiency in Microsoft Excel, Word, Outlook, and Internet Web Browsers.
- Proficient with basic budget management and calculations.
- Able to deliver effective results, meet tight deadlines and targets.

#### Education and Qualifications:

- Minimum of High school diploma or degree in Human Resources preferred
- At least 3 years of experience in all areas of Human Resources
- Professional Certification in Human Resources (PRH/SPHR, SHRM-SCP/SHRM-CP) preferred
- Experience working with ADP or other payroll and human resources software

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