

SOUTHERN MASS CREDIT UNION

POSITION TITLE: Human Resource Assistant

DEPARTMENT: Human Resources

CLASSIFICATION: Non-Exempt

DATE ADOPTED: December 2018

REPORTS TO: VP Human Resources

Summary:

Under the general supervision of the Vice President, Human Resources, provides administrative support for the human resource department that includes a range of administrative duties to be handled with confidentiality and discretion where required. Interface with staff, management, vendors and visitors to the Credit Union. Process payroll, prepare reports, spreadsheets and other correspondence utilizing a broad range of computer applications.

Duties and Responsibilities:

- Responsible for the collection of data and transmittal of payroll weekly and all other functions of the payroll process.
- Organizes and maintains all records related to sick, personal and vacation time. Assists employees with questions related to such.
- Assists with salary administration and updates records periodically.
- Keeps up to date on all compliance regulations related to Human Resources and maintains personal job knowledge to meet the requirements of the position.
- Assists in the hiring and staffing process with the clearing of applicants and internal openings. Performs credit checks and background checks with outside vendors.
- Assists with the coordination of the Credit Union's employee benefits program. Included but not limited to, enrollment of benefits, FMLA and Workers Compensation.
- Reconciles and reviews all bills related to Human Resources, including payroll and benefits and submits to supervisor for approval. Maintains monthly reports of all billings.
- Assists employees with general concerns as needed.
- Produces weekly communication to employees and provides employees with information as needed.
- Sets up interview appointments and may meet with potential applicants as needed.
- Prepares new hire packets. Meets with new hires and completes all necessary documentation needed. Reviews handbook and policies/procedures with new hires.
- Assists in preparing all necessary termination documentation including COBRA and all benefit forms.
- Monitors and follows up with management on all performance appraisals to ensure they are completed in a timely manner.
- Responsible for the coordination of external and internal training for all employees. This includes, but is not limited to, registering employees for all seminars and webinars, following up for evaluations and maintaining training records.
- Maintains a high level of confidentiality.
- Maintains and coordinates all the Affirmative Action records including all affirmative action records related to training, and keeps a master log of such.
- Assists with all areas of Human Resources as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and comply with all Federal and State Regulations, and internal credit union policies and procedures. The qualifications below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Supervisory Responsibility:

No supervisory responsibilities

Language Ability:

The position requires the ability to read and interpret documents, along with the ability to write routine reports and correspondence. The incumbent must possess the ability to speak effectively in on-on-one groups or large groups and the ability to respond to inquiries or complaints in a professional manner.

Math Ability:

The incumbent should possess the ability to work with mathematical concepts such as probability and statistical inference. He/she should also be able to apply concepts such as fractions, percentages, ratios, and proportions to credit union situations.

Reasoning Ability:

Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

The position requires strong experience with ADP Payroll and EZ Labor Time and Attendance systems as well as, MS Word, Excel, and PowerPoint.

Education/Experience Required

- High School Diploma and Certification in HR preferred.
- Minimum of three years of Human Resource and payroll experience. Familiarity with wage and hour laws as well as Massachusetts and Federal HR Laws.
- Excellent interpersonal, communication, and motivational skills required.

Working Conditions and Physical Effort

The work environment characteristics described here are representative of those an HR Representative encounters while performing the essential functions of this job.

Physical Demands/Efforts

- Regular physical exertion required to lift up to 20 lbs.

- Work performed is typically sedentary with occasional periods of walking and standing. May also require stooping, kneeling and crouching.
- Utilizes finger dexterity to perform computer options.
- Must be capable of effective oral communication via writing, telephone or fact to face to face.
- Travel between locations and attend meetings.

Mental & Visual Demands

- Mental concentration required to work with numbers and spreadsheets.
- Work requires visual effort of significant duration to review documents, drive to client locations and interact with others.

Work Environment and Hazards

Work environment is in a typical office setting free from noise and hazards.