



JOB DESCRIPTION

Position Title	PT Temp - HR Assistant	Department(s)	Administration
Direct Report(s)	None	Revision/Approval/Date	April 5, 2010
Pay Schedule		Pay Type	Hourly

JOB SUMMARY

The HR Assistant provides administrative support to the Human Resources Supervisor on all personnel matters.

RESPONSIBILITIES

- Performs customer service functions by answering applicant and employee questions.
- Maintains Human Resource Information System records and compiles reports from database as needed.
- Maintains records, reports, and logs pertaining to employees and applicant flow procedures.
- Makes photocopies, faxes documents and performs other clerical functions including filing papers and documents into appropriate employee files.
- Assists HR Supervisor with various research projects and/or special projects.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

EDUCATION / EXPERIENCE REQUIREMENTS

- High School diploma or GED
- Formal training/certifications preferred.
- Familiarity with on-line systems, computer software programs and/or Internet including prior experience with an HRIS database.
- Preferred prior knowledge of principles and practices of human resources.
- Requires effective oral and written communication skills along with excellent interpersonal skills.
- Bi-lingual preferred.

SKILLS AND ABILITY REQUIREMENTS

- Good organizational and communication skills.
- Detail-oriented.
- Ability to work under pressure, multi-task and prioritize tasks with strict deadlines.
- Demonstrates time management skills.
- Using logic and reasoning to offer solutions to problems.
- Teaching others new processes and procedures.



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EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
- **Humidity:** Normal
- **Other Hazards:** None (poor ventilation, chemical, electrical, etc.)
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:** ESD Smock

- **Physical Activity:**

Sit –65%	Stand - 10%	Walk –10%	
Squat - 2%	Bend - 2%	Twist - 1%	Lift –10%

- **Maximum consecutive time during the normal workday for each activity:**

Sit – 120min	Stand - 10min	Walk – 10 min	
Squat - 2min	Bend - 2min	Twist - 1min	
Kneel - 0min	Drive - 0min	Lift – 5 min	Crawl – 0min
Reach above shoulder: _min	Push - _min	Pull - _min	

- **Tools/Equipment Used:**

	Frequency of Use:	
1-33%	34-66%	67-100%

Computer			X
Name Badge System	X		

Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping			X	
Pushing/Pulling		X		
Typing/Data Entry				X
Fine Manipulation		X		



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Sensory Requirements:

Weight required to be manually lifted each normal work day:
 (Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds		X		
Up to 35 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Files and supplies up to 20 pounds