

Job Posting
WESTMINSTER VILLAGE
May 1, 2019

Job Title: Human Resources Assistant
Department: Human Resources
Reports to: Human Resources Director
Status: Full Time/Hourly

SUMMARY

The human resource assistant aids with and facilitates the human resources processes. This role helps to coordinate employee health and welfare plans and acts as liaison between employees and insurance providers. This position documents the hiring process for all positions. This role provides all administrative support to human resources function as needed including record keeping, file maintenance and HRIS entry while keeping the Director informed of all daily human resources transactions as needed. This position must keep all department information confidential as needed.

ESSENTIAL FUNCTIONS OF THE POSITION

- Handles processing of all department bills for director signature
- Creation of all department letters
- Data entry for all department databases and payroll software
- Works with payroll for all payroll changes and hires
- Tracking of all employee leaves
- Creation and upkeep of all department forms and different reference books for department and organization use.
- Handles all processing of employees through the IDPH website. This includes excellent knowledge of IDPH background rules and regulations. Advises director of law updates as needed
- Recruitment
 - Process all advertising.
 - Reviewing applications and forwarding applications to the supervisor and HR Director with minimal or above requirements for the position.
 - Tracking all applications and their status.
 - Sending communications to all applicants including setting up interviews.
 - Recordkeeping and logging of all applications
 - Creation of reports as needed.
 - Background checks of all new employees, including reference checking, IDPH, physical and drug screening.
- Orients new employees
 - Verification of proper completion of all new hire forms.
 - Explain organization wide policies and employee benefits to new employee.
- Recordkeeping
 - Maintains all current and terminated files for the department, both paper and electronic. Coordinates destruction of old files per federal and state regulations.
 - Locates files as needed and helps supervisors locate files as needed.

- Worker Compensation
 - Verifies that all paperwork is completed accurately and coordinates the information exchange between the Workers Compensation Vendor and our organization.
 - Tracks all leave and works with employee to get necessary doctor paperwork in a timely manner. Acts as the liaison for the employees, vendor and our organization.
 - Works with vendor adjustors to make sure the company is up to date with the latest information as needed about the employee and their work status.
 - Completes the annual reporting to OSHA and posts as necessary around the organization.
 - Coordinates light duty and works to find tasks in organization that fit in the employee's restrictions.
- Benefits
 - Assists employees with all benefit questions, changes, additions and terminations.
 - Handle vendor payments.
 - Coordinates all open enrollments and employee meetings with broker and vendors.
 - Coordinates health insurance reimbursements with broker.
- FMLA
 - Assists employees with paperwork completion.
 - Tracks all leave and paperwork.
 - Reviews doctor's certification and if additional information is needed then works with employee to obtain it.
 - Reviews all paperwork and determines basic FMLA leave qualification. All complicated leaves will be referred to the Director.
 - Verifies that employees' return to work by working with the supervisor.
- All other duties as assigned.

QUALIFICATIONS:

High School Diploma, GED or equivalent. Skills in organization and Microsoft office are needed, especially in word, excel and outlook. Good verbal and written communication skills. Experience in human resources or as an administrative assistant helpful. Ability to keep confidential information mandatory. Excellent customer service skills required.

SELECTION PROCESS:

Submit Resume to Human Resources by 5 pm May 22, 2019 at info@westminstervillageinc.com. Participate in interview(s) and any selection tools as desired by Westminster Village.