

## CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

**TITLE:** Human Resources Assistant  
**DEPARTMENT:** Human Resources  
**SUPERVISED BY:** Human Resources Director  
**STATUS:** Full-time / hourly / non-exempt  
**UPDATED:** September 2022

**Job Summary:** This position is responsible for assisting the Human Resources Director and administering the activities and functions necessary for the efficient operation of the agency's Human Resources department.

### **QUALIFICATIONS:**

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Ability to anticipate needs and activities of the department. Demonstrate motivation, exercise discretion, and dependability. Must be able to prioritize work with little supervision. Must be a team player and possess good organizational skills with an emphasis on detail, a professional attitude, flexibility, and a personal commitment to social service issues. Must be able to get along with others in stressful situations and tolerate interruptions with patience.

**Education/Experience:** High School diploma or GED. Three years of experience in administrative support or human resources experience.

**Skills:** Ability to communicate clearly both verbally and in writing. Must have excellent computer skills (Windows, Outlook, MS Word, MS Excel, and MS PowerPoint).

### **DUTIES & RESPONSIBILITIES:**

#### **Human Resources**

1. Maintain current and archived HR files.
2. Coordinate registration, setup, and takedown of job fairs in the community.
3. Act as the point of contact for the annual United Way Campaign.
4. Prepare necessary materials and documents for new employees (new employee paperwork, orientation binders, new employee files, and benefit information).
5. Assist the Human Resources Director and the Chief Operating Officer with various tasks.
6. Perform other duties as assigned.

**General:**

1. Act as backup coverage for the front desk (answering phones and greeting clients).
2. Primary backup for processing daily deposits.
3. Valid driver's license and vehicle insurance.
4. Maintain regular and reliable attendance.
5. Other duties as assigned.

**Physical Requirements:** Ability to lift 25 pounds.

**Training Requirements:** Attend Agency and department orientation. Attend all staff meeting and training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_