JOB DESCRIPTION

For

Human Resources Assistant

FLSA Status: Non-Exempt ***Effective Date: December 2008***

Department: Human Resources ***Grade: Non-Exempt 6***

Purpose of Position**:** *The Human Resources Assistant supports a broad range of human resources functions such as hiring and recruiting, benefits, compensation, and maintaining personnel records. Other administrative duties for the executive management team may be performed in this position.*

Position's Customer(s): *Managers, Supervisors and Employees of Alaska Waste*

Essential Duties of Position: *The Human Resources Assistant is responsible for all or part of the following:*

- **10 % Support Strategic Management** - Assists the HR Department to ensure activities contribute to and support organizational goals.
- **30% Workforce and Employment –** Prepares and distributes job postings from employment requisitions, processes employment applications. Conducts employment verification requests, performs telephone reference checks and maintains applicant, employee and position description files.
- **20% Executive Administrative Duties –** Performs administrative duties as required for executive staff in support of company initiatives and programs.
- **20% Total Rewards –** Verifies pay data to records. Processes employee benefits forms. Assists with wellness initiatives throughout calendar year.
- **15% Employee Labor Relations –** Assists with initiatives that are geared to enhance employee morale such as employee listening sessions and special events.
- **5% Risk Management –** Assists with programs that reduce or eliminate organizational risks from health, safety, and security issues.

The Human Resources Assistant will assist with the origination and maintenance of Human Resources practices and objectives to provide an employee-oriented, high performance culture with emphasis on empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Job Qualifications:

Knowledge, Skills and Abilities: *To perform the Human Resources Assistant job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required of the company Human Resources Assistant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- *General knowledge of employment laws and practices*
- *Experience in the administration of benefits and compensation programs and other Human Resources programs.*
- *Excellent computer skills in a Microsoft Windows environment. Must include Excel, Word, and record keeping.*
- *Effective oral and written communication.*
- *Excellent Interpersonal and coaching skills.*
- *Evidence of the practice of a high level of confidentiality.*
- *Excellent organizational skills.*

Years of Experience required to meet minimum qualifications: *2 years of Human Resource experience or equivalent Human Resource education.*

Level of Education required to meet minimum qualifications: Associate's degree in relevant field or equivalent experience. *Bachelor's degree preferred. Equivalent work experience may be substituted for degree.*

Certifications Required: *HRCI/PHR Certificate preferred*

Reporting Relationships:
Position reports to: *Manager of Employee and Customer Relations*
Number of Direct Reports (if applicable): *None*

Physical Requirements:
While performing the responsibilities of the Human Resources Assistant, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.

Working Conditions:
Sedentary work, sitting for extended periods of time at a computer with exposure to CRT's and UV rays. The employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

Driving Requirements **(if applicable):** *N/A*

EEO: Responsible for fair and equitable treatment of people in the workplace.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job.

Supervisor's Signature:		**Date:**	
Employee's Signature:		**Date:**	