

## **Human Resources Assistant Job Description**

---

### **Role:**

Under the direct supervision of the Human Resources Manager, the Human Resources (HR) Assistant is responsible for administrative functions that support the day-to-day operations of the Human Resources Department along with its departmental goals and objectives.

---

### **Essential Functions:**

- Prepare and maintain job postings and advertisements, process employment applications, schedule interviews, and coordinate random drug screenings within the 24-hour requirement, along with other tests and background checks for prospective employees.
- Answer the telephone and communicate with staff and the public in a professional, courteous and friendly manner to support the BRWA's core values. Handle all inquiries within the scope of knowledge and responsibility.
- Assist in coordinating and preparation of HR activities and company training to include but not limited to setting up training rooms, notifying employees/staff of times and places, maintaining training records, etc.
- Complete employment verifications within three business days of receipt.
- Create and maintain new hire orientation packages, and I-9, enter personnel information into the HRIS system, schedule and perform new hire orientation, and verify that all new employee documents are properly completed in a timely manner for payroll processing.
- Create, organize and maintain employee records with the required retention schedule.
- Perform research, organize data, draw conclusions and communicate results on HR-related information and data as needed or assigned.
- Prepare and organize HR documents, research, reports, data, and correspondence on HR-related issues as needed.
- Assist employees applying for FMLA or leave and completing required forms, tracking and follow-up as required.
- Assist with employee benefits, including annual open enrollments and other health benefits.
- Assist as an employee liaison of benefit programs by helping employees fill out appropriate forms to enroll, change, drop, or apply for benefits and by communicating benefit information to employees.
- Assist with tracking and filing documentation of performance evaluations, probationary periods, and terminations. Follow-up with the management team for missing documents or requirements.
- Assist with administrative duties in order to meet departmental goals, objectives, and deadlines. Assist with company-wide committee facilitation and participation.
- Perform other duties as assigned by Human Resources Manager.

---

## Minimum Qualifications:

- High School Diploma required. Associate's degree with related studies preferred.
- At least 1-2 years of experience in a position with similar duties and responsibilities.
- Must possess strong organizational and communications skills, both verbal and written, so as to be able to effectively communicate with all parties involved in a project and maintain clear and logical records in both digital and hard copy files.
- Ability and willingness to exercise tact, diplomacy, and courtesy when dealing with employees and the management staff within the organization and with the general public.
- Must possess strong computer skills, including proficiency in the use of Microsoft Office Products and Adobe Acrobat®.
- Must possess a valid Virginia driver's license with a good motor vehicle driving record.
- The ability to establish and maintain effective positive working relationships with staff, management, customers, all Authority departments, and other governmental entities.
- The ability to develop, interpret, and apply policies and procedures.
- The ability to analyze situations appropriately and adopt appropriate courses of action.
- Must maintain high standards of confidentiality.
- Other skills and knowledge that demonstrate the ability to do the job.

---

## Additional Information:

- This position has no supervisory responsibility.
- This position typically requires working part-time up to 20 hours weekly with flexibility in the schedule as needed along with occasional overtime Monday through Friday from 7:30 am to 4:30 pm with a one (1) hour lunch break.

---

## Working Conditions:

The information listed below is representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit none of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Seldom
Up to 50	Seldom
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Occasional
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature