



# HUMAN RESOURCES ASSISTANT

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**Full-time position to provide technical and clerical assistance for data management, recruitment, orientation, training, and retention functions of the HR department. Candidate must possess a high school diploma or GED, 1-2 years Human Resources background preferred. Duties include: working with applicants for employment and newly hired staff; maintaining HR information database; conducting employee recruitment activities and responding to HR related inquiries; and utilizing practices and procedures related to HR. Hourly wage begins at \$12.75, adjusted for experience. Apply on-line at <http://www.residentialopportunities.org/employment>.**

**Application deadline is 7/19/19.**

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**FLSA STATUS:** Non-exempt

**RESPONSIBILITIES:** Provide technical and clerical assistance to facilitate data management, recruitment, orientation, training, and retention functions of the HR department. Implement responsibilities and other actions in accordance with ROI's Core Values and Vision and Mission Statements.

**ESSENTIAL DUTIES:**

1. Assist in the overall functioning of the HR Department and in Agency activities.
2. Maintain employee database and personnel files.
3. Provide technical and clerical assistance/support to the HR department.
4. Produce accurate and timely reports for use by the HR Department and ROI personnel.
5. Participate in ROI's recruitment efforts.
6. Ensure and coordinate compliance with due diligence and/or pre-screening obligations for applicants, employees, tenants, volunteers, and/or individuals served by ROI.
7. Schedule applicants for interviews, pre-employment physicals, and required employee training.
8. Track and provide information to ensure that employees are trained according to Program needs and ROI requirements.
9. Participate in new hire orientation.
10. Facilitate criminal and driving history reports.
11. Ensure that visitors and callers are dealt with in a professional manner.
12. Maintain the confidentiality of all restricted data and reports.
13. Complete all other tasks as assigned by the HR Director, the COO, or the CEO.

**QUALIFICATIONS:** High school diploma / GED required. 1-2 years Human Resources background preferred. Demonstrated proficiency in word processing and data-based computer programs. Good collaborative and public relation skills. Detail-oriented. Ability to: follow oral and written instructions; communicate with the public at all levels; meet client needs for satisfaction; work independently as well as in a team; operate standard office equipment; and attend (including providing own transportation) work-related obligations throughout the community.

**REQUIREMENTS:** Approved driver status as determined by ROI.

*ROI reserves the right to modify this job description and any new job description rescinds prior job descriptions.*