HUMAN RESOURCE ASSISTANT

Busy human resource office is looking for a part-time HR Assistant to assist the HR Director in providing administrative support to one or more human resources functions.

Essential functions

* Recruiting: assist walk in applicants, phone interviews, check references, set appointments, make follow up calls and process letters. Track applicants on the AAP flow log.
* New Hire Orientation: appointments, new hire packets, paperwork processing, E-Verify.
* Benefits: tracking effective dates and gathering enrollment paperwork.
* Training: create and gather training sheets.
* Communication: post information bulletin boards.
* Employee Records: maintain files, assure policy and procedure paperwork has been completed and filed.

Other functions

* Assist the Safety Department with filing.
* Answer telephones and transfer calls when necessary.
* Any other duties as assigned.

Education

* High School diploma or GED required.

Experience

* One year of human resource generalist experience preferred.

Other Requirements

Valid driver's license with clean motor vehicle record.

Good computer skills.

Pleasant demeanor.

Excellent customer service skills.

Excellent written and verbal communication.

Flexible schedule-20 hours per week.

Aeon PEC is an Equal Opportunity Employer

Job Type: Part-time

Salary: $13.00 to $16.00 /hour

To be considered, send a resume to michelle.skaggs@aeonpec.com