

Community Resource Credit Union
Structured Compensation - Job Description
Human Resources Assistant

Data Year: 2019

Prepared On: 04/03/2019

Department:	Human Resources	Grade:	7
Reports To:	Director of Human Resources	Classification:	Non-Exempt
Supervises Direct:		Supervises Indirect:	
Approved By:	President/CEO	Effective Date:	04/01/2019
		Revised Date:	04/01/2019

Role:

The Human Resources Assistant handles and provides administrative support for essential day-to-day functions within the Human Resources Department.

Essential Functions & Responsibilities:

- E 25% Provides HR service support to employees and managers; assists with general HR inquiries including but not limited to employment processes, personnel records, benefits, payroll, and interpretation of HR policies; Trouble shoots and resolve issues in relation to HR inquiries.
- E 20% Assists with hiring activities for personnel; processing applications, credit reports, background checks, testing, employment verification, and HR onboarding & orientation.
- E 20% Performs data entry and basic maintenance for essential HR systems, including but not limited to, performance management, compensation, recruiting, personnel records, and payroll.
- E 15% Assists with HR Department administrative activities, including but not limited to all staff meeting preparations, employee shirt orders, birthday/anniversary calendars, employee parking permits, and employee name badges/business cards.
- E 10% Maintains essential HR records, documents, and files; Maintains confidential personnel files and personnel actions; Compiles HR reports as requested.
- E 5% Responds to general external HR inquiries including but not limited to reference checks and verifications of employment status.
- N 5% Performs other related duties as assigned.

Performance Measurements:

1. Maintains highest level of confidentiality of information.
2. Provides timely, accurate, professional administrative support.
3. Maintains a professional work environment and businesslike appearance.
Demonstrates an understanding of, and follows the requirements of all regulation compliance, including but not limited to those of Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Assets Control (OFAC), Customer Identification Program (CIP) and Member Due Diligence (MDD) as it specifically relates to their job functions. To be trained annually in BSA/AML compliance.
5. Adheres to all policies and procedures.

Knowledge and Skills:

Experience One year to three years of similar or related experience. Work experience in Human Resources preferred.

Education	A high school education or GED.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and is usually of a personal or sensitive nature. Work may involve motivating, influencing or training others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Excellent written and verbal communication skills are required. Strong administrative, organizational and customer service skills. Proficient with Microsoft Word, Excel, and PowerPoint.
Physical Requirements	While performing the duties of this job, the employee is regularly required to use hands or fingers, handle or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand, walk, and sit. Specific vision abilities required of this job include close vision and ability to adjust focus.
Work Environment	Work is performed indoors with some potential for exposure to safety and health hazards related to electronics work. May require periodic travel. There is exposure to potential hazardous conditions such as robbery. Employees are to receive detailed instructions and procedures to follow in order to minimize risk.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature