



Job Announcement

Job Title:	Human Resources Assistant	Open Date:	September 7, 2018
Program/Department	Human Resources Department	FLSA Status:	Non-Exempt
Reporting To:	Human Resources Director		
Salary Range:	Starting salary based on experience, qualification, and budget. (100% time-40 hours a week)		

Position Purpose:

The Human Resources assistant contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Human Resources Assistant helps with the implementation of services, policies, and programs through Human Resource staff.

Principal Responsibilities:

1. Participates in recruitment efforts.
2. Posts job ads and organizing resumes and job applications.
3. Schedules job interviews and assists in the interview process.
4. Prepares candidates offer letters and tracks responses.
5. Ensures background and reference checks are completed.
6. Ensures candidates complete required health assessment.
7. Prepares paperwork required for new hires and establishes personnel file.
8. Oversees the completion of compensation and benefit documentation.
9. Conducts new hire orientation.
10. Conducts benefit enrollment process.
11. Serves as a point person for all new employee questions.
12. Maintains current HR files and databases.
13. Updates and maintains employee benefits, employment status, employee retirement plan and similar records.
14. Performs file audits to ensure that all required employee documentation is collected and maintained.
15. Answers employee questions.
16. Processes incoming mail.
17. Creates and distributes confidential personnel documents.
18. Maintains employee confidence and protects operations by keeping human resource information confidential.
19. Maintains quality service by following organization standards.
20. Performs other duties, as applicable.

Requirements:

1. Bachelor's degree in a human resources field or relevant experience.
2. Experience coordinating personnel functions.
3. Experience handling and maintaining the security of confidential documents.
4. General knowledge of California labor law.
5. Effective written and oral communication.
6. Bilingual (English/Spanish) preferred but not required.
7. Ability to work with persons from a wide diversity of social, ethnic and economic background.
8. Ability to multitask and prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
9. Must be able to travel to different sites.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
 5650 Jillson St.
 Commerce, CA 90040
 Attn: Human Resources Department
 Job Code: 558
 Fax Number (323) 215-0170
 E-Mail: cespinoza@jwchinstitute.org

Closing date: Open Until Filled
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE)