

## HR ADMINISTRATIVE ASSISTANT

Part-Time

Objective: Supports various HR functions and performs a variety of administrative tasks.

Reports to: President/CEO & Executive Administrative Assistant/HR Benefits

### Job Requirements:

- Previous working experience in HR
- Ability to effectively use various software programs including Microsoft Outlook, Word, Excel and Paychex/HR software
- Familiarity with labor laws
- Excellent organizational and time-management skills
- Serve as a reliable and supportive team member

### Responsibilities:

- Provide administrative, clerical, and secretarial duties as needed
- Organize, compile, update bank personnel records, reports, and documentation
- Manage and update various HR databases with various information, such as new hires, terminations, PTO days, and annual reviews
- Help in payroll processing, preparation and payment
- Assist in managing required paperwork for HR policies and procedures
- Assist in answering employees' questions and provide requested information
- Assist in maintaining various schedules and coordinating calendar activities
- Answer phone calls for administrative staff
- Help organize and manage new employee orientation, onboarding and training programs
- Various other duties as assigned by management

I hereby acknowledge that I have reviewed and received a copy of the above job description:

For consideration, please send resumes to [HR@phoenixfed.com](mailto:HR@phoenixfed.com)