



## Metro Community Health Center

### **Human Resources Assistant**

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

**POSITION SUMMARY:**

The Human Resources Assistant provides administrative and HR assistance to the HR Director. This role assists with the recruitment and onboarding of new hires assigned to each department. This role assists the HR Director in facilitating HR initiatives through the line of business. This position is the primary liaison between Payroll and Human Resources. This position will support the HR Director during Open Enrollment. This position is responsible to assist with maintaining and updating our Learning Management System (LMS) Relias Learning for HR. This role provides administrative support needed, including scheduling of meetings, record keeping, file maintenance and HRIS entry.

**ESSENTIAL FUNCTIONS:**

- Primary liaison between Human Resources and Payroll
- Responsible for assisting with updating and maintaining HR metrics in Paycom and in reports
- Assist with the recruiting efforts for the assigned line of business, including resume screening, scheduling of interviews, and generation of offer letters
- Assist with new employee onboarding. Help coordinate date and time of orientation, reserve conference room and make sure all new hires are notified of time, place and items needed for orientation
- Assist with Benefits Administration, primarily related to open enrollment etc.
- Assists in the update/maintenance of our HRIS system (Paycom)

- Ensure current job descriptions are on file for all employees; work with management team to help draft new job descriptions for new positions
- Maintain a visible Human Resources presence throughout Metro; help assist employees with concerns and questions
- Assists with organizational training and development efforts; help coordinate employee training with appropriate vendors
- Responsible for data entry into HRIS systems for employee transactions. Ensure accuracy and compliance. Help with Payroll to ensure FTE allocations are accurate and individual records are maintained
- Assist with preparation of monthly reports or as needed for the Senior team
- Assist with preparation of HR data for All Staff Meetings
- Run reports as necessary for department projects
- Forward invoices for payment
- Assist with and schedule exit interview process
- Assists in organizational training and development efforts, including but not limited to coordinating location and all items necessary for sessions
- Coordinate Human Resource news to Communication Dept. for monthly newsletter
- Perform other duties as assigned

## **POSITION REQUIREMENTS:**

### Education/Experience

- High school diploma or equivalent required
- Minimum of 1-3 years of administrative experience, preferably in an HR environment, or a combination of education and experience. Associates degree in related field or equivalent combination of experience
- Previous experience should include a minimum of one year working in a customer service-oriented environment

### Skills/Abilities

- Ability to work independently and with a team
- Ability to work under minimum supervision and demonstrate strong initiative.
- Ability to deal in an organized manner with problems involving multiple variables within the scope of the position.
- Ability to recognize, evaluate, solve problems, and correct errors, and to develop processes that eliminate redundancy.
- Ability to conceptualize workflow, help develop plans, and implement appropriate actions.
- Ability to communicate effectively in writing, over the telephone, and in person.
- Working knowledge all various employment laws are desirable
- Work requires excellent professional written and verbal communication and interpersonal skills

- Work requires willingness to work a flexible schedule
- High level of confidentiality required
- Ability to work reliably, with professionalism in a high-volume, high-demand medical environment
- Proficiency in Word, Excel, PowerPoint, and Outlook
- Ability to prioritize and manage time

### Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.