

Human Resources Assistant
Full-Time

Reporting to the Chief Human Resources Officer, The Human Resources Assistant assists with the day-to-day operations and communications of the Human Resources Department in a multidisciplinary community health center setting. The HR Assistant demonstrates a strong commitment to the health center's mission, vision and core values, by working cooperatively and effectively with all levels within and outside the organization, while maintaining the utmost standards of professional behavior. The HR Assistant carries out administrative responsibilities in some or all of the following functional areas: employment, employee relations, onboarding and benefits.

Primary responsibilities

Provide recruitment support, including scheduling interviews, checking references, and process background checks.

Coordinate on-boarding process for new employees, including creating new hire packets, coordinating with IT and Facilities, and arranging for new hire orientation.

Coordinate and assist with planning all employee activities.

Act as first point of resource for staff regarding questions about benefits and general HR information.

Oversee timely benefits enrollment for new employees and changes for current employees.

Provide administrative support for the OPEN Enrollment process and benefits administration.

Create, update, and maintain all paper personnel and department records, including filing.

Manage the administration of COBRA.

Monitors performance evaluation program

Responds to inquiries regarding policies and procedures

Maintains Human Resources Information Systems and compiles reports from database.

Participates in all required meetings.

Assists in the planning of special events relating to human resources, such as employee service awards and agency functions

Minimum Skills, Experience and Educational Requirements

Some college experience or Bachelor's Degree in Human Resources Management, or related field preferred.

Minimum of 1-2 years' administrative work experience, preferably in Human Resources

Proficiency in Microsoft Office including strong Excel skills. Familiarity with ADP and ABRA a plus.

Excellent verbal and written communication skills

Working knowledge of federal, state and local laws pertaining to Human Resources Administration

Ability to work independently, as well as part of a team

Ability to follow-through, assumes responsibility, maintain confidentiality, use good judgment and maintain professionalism under stressful situations.

Healthcare experience preferred.

For consideration, please forward resume and salary requirements to:

Dot House Health, Attn: Human Resources Department,
1353 Dorchester Avenue, Dorchester, MA 02122
Fax (617) 740-2310; dh.jobs@dorchesterhouse.org

EEO
9/26/2016

Visit us online: www.dorchesterhouse.org