
Job Description:

HR Assistant

Reports to:

Manager HR

Key Responsibilities/Duties:

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to TKF employees
- Setting appointments and arranging meetings
- Compiling reports and spreadsheets and preparing spreadsheets
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Maintaining and updating leave records
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exit interviews
- Any other task assigned by the supervisor.

Required Education/Experience/Skills

- Bachelors / Master's degree in Business Administration
- Minimum 1 to 2 years of experience
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees
- Must be able to prioritize and plan work activities as to use time efficiently