

Human Resources Assistant Job Posting

Job Description

Miracles In Sight seeks a full time Human Resources Assistant to assist the Director of Human Resources in the daily administration of HR activities. Among the characteristics listed below, the ideal candidate will be a quick-learner who is eager to grow in this role. They will possess a high degree of attention to detail and a strong commitment to customer service within the organization.

Essential Duties and Responsibilities

- Assist with day-to-day responsibilities of the Human Resources department
- Assist with all aspects of the recruiting and hiring process; Online posting, screening, interviewing, background checks, reference checks, and orientation
- Maintain all personnel files, I9 forms, and termination records
- Draft personnel policies and procedures and maintain MIS employee handbook
- Assist accounting in the administration of bi-weekly payroll
- Manage Paylocity HRIS system
- Process in-coming correspondence from government agencies regarding employment
- Track and maintain benefits administration for all full-time employees with benefits

Requirements

- 4 year degree in human resources or business management
- Some HR experience required
- Ability to cope with issues pertaining to death is essential
- Be a self starter and perform work independently
- Possess a high level of detail orientation and strong time management skills

Benefits

- Medical
- Dental
- Vision
- HSA
- Retirement
- Life and AD&D
- Rewarding work

As one of the leading eye banks in the U.S., Miracles In Sight offers a positive, dynamic culture with opportunity for growth and advancement. For more information on Miracles In Sight go to www.miraclesinsight.org. If you feel you meet the minimum requirements for this position, please submit your application and resume to kgreen@miraclesinsight.org