



Position Title: Human Resources Administrative Assistant
Supervisory Responsibilities: No
Budget Responsibilities: No
Reports To: HR Manager
FLSA Classification: Exempt
Date: July 2024

POSITION SUMMARY:

Identity is seeking a Human Resources Administrative Assistant to join our HR team to support our growing organization with Staff and Non-Staff members. Our Staff and Non-Staff members benefit from a welcoming and inclusive administrative team, culturally diverse and collaborative and fast-paced work environment. Identity Staff enjoy generous benefits and paid time off. Working closely with the whole HR Team, the HR Assistant will provide HR support and services to our dedicated staff and non-staff members. The preferred applicant will have exceptional organizational skills and be able to quickly adapt to changing work priorities. Bilingual (Spanish/English) skills are required. The HR Team is currently hybrid.

This position supports the Human Resources administrative function on all daily HR activities as well as new HR initiatives. Primary responsibilities are to ensure efficient operations, clear organization, communication, and accurate data entry and reporting. The HR Assistant must be extremely organized, be a problem solver, be open to handling new situations, while providing excellent customer service.

PRIMARY RESONSIBILITIES

1. Performs general data entry in HR systems as necessary.
2. Process the Onboarding and Offboarding of contractors, interns, partners and volunteers, notification to MCPS and maintaining updated active Staff and Non-Staff.
3. Assists with Child Protective Services background check process and other state forms for Staff and Non-Staff.
4. Assisting with the Onboarding process and paperwork for Non-Staff as necessary
5. Conduct in-office Orientation of Non-Staff and other administrative tasks related to Non-Staff.
6. Completion and Compliance with record of Volunteer Hours and required training for Staff and Non-Staff.
7. Responsible for maintaining adequate inventory of general HR office and event supplies.
8. Assists HR Manager and HR Coordinator as necessary at New Hire Orientations.
9. Updating new protocols for Non-Staff Onboarding/Offboarding and supporting Identity managers with updates.
10. Tracks certifications, training, and other compliance requirements on an ongoing basis for staff and non-staff.

SECONDARY RESPONSIBILITES:

1. Support HR Team members with implementation of a new HRIS system.
2. Maintain good communication with Non-Staff contacts and MCPS personnel as necessary.
3. Assist HR Team with email reminders to staff of upcoming holidays and office closures.
4. Assists with Request for Payment Processing (RPPs) as needed.
5. Assists HR Coordinator with Edits/Updates Intranet, HR Checklists, HR Forms and Tracking spreadsheets as needed.
6. Assists HR Manager and HR Coordinator with general HR administrative duties.

7. Assists HR Team with planning in person Staff and Non-Staff events as needed.
8. Monitor the HIPAA/CPR training vouchers to be used for Non-Staff members communicate to HR Coordinator projected needs, advising HR Coordinator of purchasing needs.
9. Assists with Child Protective Services background check process, assisting the HR Coordinator with maintaining the active and non-active files and other state forms.
10. Other administrative support for the HR function as needed.

EDUCATION, EXPERIENCE, and REQUIREMENTS:

- Associate degree in HR or Business Administration and/ or at least one year of administrative experience.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.
- Bilingual (Spanish/English) required.

SKILLS AND ABILITIES:

- Proficient with Microsoft Office Suite or related software and strong computer and database skills.
- Excellent verbal and written communication.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality of highly sensitive information.
- Ability to multitask in a fast-paced environment.
- Strong interpersonal skills and the ability to build relationships.

WORK ENVIRONMENT:

- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Office is currently hybrid.
- Keyboard use of greater or equal to 80% of the workday.
- Should be able to lift to 25 lbs.