



HUMAN RESOURCES ASSISTANT

Full-time

Posting Date:	June 23, 2017	Date Available:	Immediately		HR079101
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Position Summary:

The Human Resources Assistant performs administrative and clerical functions to make sure that the administrative operations for the Human Resources Department are carried out effectively and efficiently. The functions and responsibilities are generally a mixture of administrative, secretarial and general clerical office duties.

Essential Job Duties:

Participate with appropriate committees to represent HR and attends meetings/webinars/training, as applicable, and takes minutes and/or notes as needed. Help maintain HR bulletin boards, posting required materials and removing outdated documents. Verification of employment for employment processes. Assists with unemployment claim documents and submission. Worker's comp (employee job injuries) claims processing, paperwork, record keeping by OSHA standards and compliance etc. Consistently helps process HR payroll in CPSI for each payroll cycle. Helps manage and maintain employee history and records. Trains and performs as a HealthStream Administrator for assigning and tracking training courses/testing for employee orientation and annual review compliance. Assistance with job postings, applications, interview scheduling, reference checks, background checks and initial verification of professional licenses/certifications, etc. Assistance with new employee set-up and HR orientation. Builds spreadsheets, prepares documents and forms, performs data entry and prepares various reports for the HR department. Tracking HR information (performance evaluations, attendance, accruals, etc.). Present benefit package to eligible employees; prepare and track enrollment forms. Occasional faxing, scanning, emailing, printing and copying for various needs in HR. Filing for various needs in Human Resources. Maintain confidentiality with all HR issues that may be personal and/or sensitive in nature. General clerical tasks and other duties as required.

Qualifications:

The Human Resources Assistant will be able to cooperate with other team members, perform multi-tasking, and have high level of written and verbal communication skills as well as excellent listening skills. They should have excellent teambuilding and interpersonal skills as well as possess good decision making, analytical, problem solving and customer services skills. Must be able to work well under pressure. This position requires exceptional organizational skills and time management with a high standard of professionalism and confidentiality. Must be able to communicate, read and write in English. The HR Assistant position requires having a high school diploma or equivalent. Good typing skills and excellent knowledge of computer software such as the Microsoft Office Suite including Word, Excel, Publisher, Power Point and Outlook. Two years Human Resources office experience in the health care industry preferred. Associates or Bachelor's Degree; or HR Assistant certification is a plus.

Days/Hours:

Monday – Friday; 8:00 – 4:30(hours may vary)

FTE:

1.00 FTE, 40 hours/week; Full-time, benefit eligible.

Department:

Human Resources

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343

www.threerivershospital.net

afisk@trhospital.net

Three Rivers Hospital is an equal opportunity employer.