



JOB TITLE: Human Resources Assistant

STATUS: PART/FULL TIME – NON EXEMPT

RESPONSIBLE TO: Human Resources Manager

SALARY RANGE: \$13-16/hr

GENERAL DESCRIPTION: Provides support in recruitment, record-keeping, payroll and HR projects.

DUTIES AND RESPONSIBILITIES:

1. Collect and complete new hire paperwork.
2. Maintain personnel files.
3. Perform clinician credentialing.
4. Assist with payroll.
5. Enroll employees in eligible benefits. Prepare and reconcile monthly invoices for benefits plans.
6. Assist with recruitment, screening and orientation of new employees.
7. Assist staff with personnel questions.
8. Other duties as assigned by HR Manager or VP for Finance and Human Resources.

QUALIFICATIONS NEEDED:

Education: High school diploma required.

Experience: 2 years administrative experience; HR and ADP experience+. Must have working knowledge of personal computers and be familiar with common software.

Personal: Understanding of and commitment to PPHS goals and mission. Ability to prioritize and work independently as well as part of a team. Must have excellent writing and communication skills. Must be able to travel. Must be comfortable with public speaking and making presentations.

Vision, Hearing, and Speaking: Must be able to read and analyze data daily. Required to hear telephone and communicate with staff and public daily via telephone and in person.

Agility and Dexterity: Must be able to input and retrieve data daily. Required to perform written communication and use office equipment necessary to the performance of job duties (computer, printer, fax, telephone, calculator, postage meter, copy machine).

Mental: Ability to read, comprehend and analyze data daily.

I have received a copy of this job description, which I have read and understand.

Employee Signature

Date