## JOB POSTING

| Position Title | **HR Administrative Assistant** |
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| Date Posted | **March 11, 2019** |
| Location | **Omni DFW** |
| Reports to | **Human Resources Manager** |

### Overview:

We are looking for an experienced HR Administrative Assistant to perform a variety of personnel-related administrative tasks. You will support the HR Manager with a variety of duties in order to facilitate an efficient HR Department.

As our HR Administrative, you must possess the ability to handle sensitive information confidentially & maintain discretion at all times. If you are passionate about helping create a harmonious workplace & a well-functioning HR Department, then this position is for you.

### Responsibilities:

- Assists with HRIS (Namely) updates.
- Assists with Offer Of Employment preparation process:
    - ✓ Preparing offers for review by HR Manager
    - ✓ Initiate Background & STA/TSA requests
    - ✓ Kick-off the Onboarding process on HRIS
    - ✓ Coordinates Orientation meetings between New Hires and HR Manager
    - ✓ Assists with the I-9 completion process
- Preparing HR forms, reports, logs, and records (PAC/PERK forms etc).
- Review benefits vendor bills.
- Assists HR Manager with CT-PAT/I-9/Compliance audits as required.
- Maintains electronic/manual staff files & responsible for all filings.
- Assists with STA/TSA application submissions & employee access badge process.
- Responsible for sending out Agency, New Hire, Conversion & Separation email notifications.
- Assists in the coordination of various HR projects, meetings & training as required.
- Responsible for the display & maintenance of current Wage & Labor Law posters & notifications.
- Other duties as required.

### Requirements:

- 2-5 years working experience as an HR Administrative Assistant.
- Hands on experience with HR software, experience with Namely is a huge plus.
- PC literacy & experience with MS Office applications.
- Outstanding organizational & time-management skills.
- The ability to work both as part of a team & independently.
- Exceptional personable skills.
- Excellent communication skill