

SR HUMAN RESOURCE ASSISTANT

[Blytheville, AR](#) • Human Resources

Job Type

Full-time

Description

We are looking to employ an HR Assistant with outstanding administrative and communication skills. An HR Assistant is expected to be a conceptual thinker with superb organizational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

To ensure success, HR Assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, and payroll and benefits administration.

HR Assistant Responsibilities:

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practice.
- Support the daily operations of HR team
- Use HR databases to review, input and keep track of employee information
- Arranging meetings and maintaining calendars
- Responsible for assisting with orienting new employees to the organization
- Answer all employee questions about HR regulations and benefits
- Assist with payroll processes
- Assisting with internal event organization and coordination, including recreational events and training activities
- Maintains the integrity and confidentiality of human resource files and records.

Requirements

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Exposure to Labor Law and employment equity regulations..
- Full understanding of HR functions and best practices.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.

Education and Experience:

- High School Diploma required. Associates degree in related field preferred.
- Prior related office experience required.

Cheri Blurton, SPHR, SHRM-SCP

Director, Human Resources, HIPAA Privacy Officer

MISSISSIPPI COUNTY HOSPITAL SYSTEM

1520 North Division Street

PO Box 108

Blytheville, AR 72315

(870) 838-7422- GRMC Office (870)563-7183-SMC Office (870) 838-7419- Fax

cheri.blurton@mchsys.org