



REACH

Resource for Education, Advocacy,
Communication and Housing

JOB OPPORTUNITIES

PLEASE POST

Title: Human Resources Assistant

Application Closing: 2/1/2019

Number of Positions (1) One Full-Time

Salary: Open

Primary Functions: Under the supervision of the Director of Human Resources, the Human Resources Assistant will participate in the coordination and organization at REACH. These responsibilities will include, but not limited to, process payroll, maintenance of all personnel records, coordination of employee recruitment, screen resumes/applications, schedule interviews, check references. Maintain employee databases and files; process status changes. Perform a variety of skilled administrative and clerical duties related to human resources activities.

1. Provide support to the Personnel Committee of the Board of Directors.
2. Provide interpretation of personnel policies to REACH staff.
3. Maintenance of all personnel records at REACH including training/education records.
4. Compile data and prepare routine/special reports
5. Coordinate the employment screening process to ensure that applicants meet job criteria and pre-employment requirements (DMV printout, proof of auto insurance, etc.)

6. Complete reference checks on potential employees and obtain results of health screenings and fingerprint clearances.
7. Assist employees with enrollment process of all applicable benefits
8. Provide organization and oversight of the performance review process.
9. Demonstrate positive interpersonal relationships with parents, staff and the community.
10. Participate in consumer/parent activities.
11. Other duties as assigned by the Director of Human Resources

Minimum Requirements:

Advanced training or certification in Human Resources and/or related with 2 or more years experience in Personnel/Human Resources administration.

Demonstrate skills in personnel administration and in understanding of insurance (Worker's Compensation, Medical Insurance, etc.) and benefits administration. Must possess a thorough knowledge of payroll processing, possess competency in the use of computer applications including Microsoft Word, Excel and Power Point. Must have excellent oral and written language skills.

Other Requirements:

Must be at least 18 years of age, successfully complete and obtain Health screening and Fingerprint clearance.

Application Procedure:

Submit job application to REACH, 9300 Santa Fe Springs Rd. Santa Fe Springs, Ca 90670, Attn: Caryn Sanders, Director of Human Resources (562) 946-0467 ex. 402, fax/e-mail resume to (562) 944-1189 or csanders@reach.services

Selection Procedure:

All applicants shall be screened for minimum requirements. Only the most qualified applicants will be invited to an interview. Thank you for your interest in REACH

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER