



Vacant Position

External

Job Title:	Human Resources Assistant
Department:	Administration
Reports To:	HR/Sr. Manager
FLSA Status:	Salary
Pay	42,233.56 annually/ Full Benefits

Summary: The Human Resource Assistant performs administrative tasks and services to support the effective and efficient operations of the organization's human resource department.

Duties and Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Verifies the payroll functions including processing, and transmitting data from the timesheets to the financial program.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts the new hire orientation and exit interviews.
- Assists with planning and execution of special events such as benefits enrollment, summer events, open enrollments, employee recognition events, and other celebrations.
- Prepares internal self-auditing and prepares for external audits.
- Employees must learn the payroll process.
- Schedules meetings and interviews as requested by the HR/Senior Manager.
- Assist with annual events such as Health Fairs, Open Enrollment, vaccinations, and summer events.
- Performs other related duties as assigned.

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.
- Proficient with or the ability to quickly learn payroll management, human resource information systems, and similar computer applications.



Education and Experience:

- Associate's degree in a related field required.
- Prior related office experience preferred.
- 2 years of HR Experience
- Texas Driver's License.

Physical Demands

The physical requirements outlined here are indicative of the tasks that an employee needs to fulfill to effectively perform the essential functions of this position. Reasonable accommodations may be provided to assist individuals with disabilities in executing these essential functions. The role involves extended periods of sitting at a desk and utilizing a computer. Additionally, the employee should be able to occasionally lift up to 15 pounds.

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