



Job Title: HR Administrative Assistant

FLSA Status: Non-Exempt (full-time)

Location(s): N. Salisbury

Job Summary: Performs administrative and office support activities for the HR Director and Director of Operations

Essential Duties and Responsibilities:

- Schedules interviews.
- Creates interview packets.
- Submits new hire background check.
- Set up employee files.
- Assist with new hire orientation; Computer Logon, Email, MedTrainer, SharePoint, and ADP
- Take new hire picture for badge.
- Manage scrub distribution and keep an updated inventory spreadsheet.
- Send New Hire Welcome email to the organization.
- Check mail and fax to distribute as needed.
- Put together and mail packages when needed.
- Greet vendors and job candidates.
- Maintain spreadsheets of employee information.
- Assists with typing/updating all manuals (policy and procedure, training manuals, OSHA, etc.)
- Uploading documents to SharePoint.
- Scanning, faxing, and copying.
- Files documents.
- Runs reports as directed.
- Helps with log creation and maintenance (spreadsheets, tables, etc.)
- Follows HIPAA, OSHA, and company policies and procedures.
- Follows all OSHA standards.
- Follows all HIPAA privacy regulations.
- Other duties as assigned.

Education/Experience:

- Minimum Associates Degree in Business or related field
- Bachelor's Degree in Human Resources a Plus
- Minimum two year of human resources / administrative assistant experience.
- Excellent phone etiquette and verbal communication skills.
- Customer service driven.
- Excellent computer skills including Microsoft Word and Excel

Benefits:

🕒 Medical, Dental, Vision, STD, LTD, Life Insurance, 401k