



Human Resources Assistant

Summary

We are a growing mid-size company in San Antonio with offices located in China, the UAE and Europe. We are looking for a Human Resources Assistant who will work in collaboration with the Human Resources Director and senior management team to develop strategic HR solutions to enable and drive business objectives. The selected candidate will provide day-to-day HR support for domestic and international employees/operations. The selected individual will assist in planning various human resources programs including: payroll (domestic/international), benefits administration, statutory reporting, HR communications, and rewards & recognition. We offer a competitive salary with bonus opportunity, full benefits, and career growth within a dynamic company.

Specifically:

- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Executes bi-weekly/monthly payroll administration to insure timely and accurate processing.
- Assists department in carrying out various human resource programs and procedures for all company employees.
 - Performs customer service functions by addressing employee inquiries.
- Participates in recruitment efforts for exempt and nonexempt personnel; helps coordinate the use of temporary employees. Conducts new-employee orientations; verifies I-9 documentation; conducts reference checks as needed.
- Maintains other records, reports and logs pertaining to applicant flow procedures.
- Assists in administration of the compensation program; helps monitor the performance appraisal process.
- Participates in benefits administration to include open enrollment, change reporting and invoice auditing .
- Assists processing terminations, to include the exit interview process.
- Maintains human resource information system records and compiles reports from the database as needed.
- Assists in organizational training and development efforts.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Helps maintain company organization charts and the employee directory.
- Identifies opportunities for enhancement of firm culture, employee relations and environment based on employee and organization feedback
- Exemplifies and champions a culture that values all people
- Supports compliance with all employment and benefit laws and regulations
- Occasional overtime work may be required throughout the year.
- Performs other duties as required and assigned.

Education and Experience Required:

- 3 - 5 years HR or business related experience.
- Demonstrated competencies in business and human resource practices.
- Demonstrated competence in human resources administration, recruiting, employee relations, coaching, and knowledge of US employment law required.
- Excellent professional written and oral communication.
- Proven organizational skills with the ability to prioritize and work well in an environment with competing demands
- Proficient with MS Office, including Word, Excel, PowerPoint and Outlook
- Experience with HRIS software, ADP and Great Plains preferred



At this time, we are only considering candidates who are able to work without employer sponsorship. No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.