

JOB DESCRIPTION	JOB TITLE: HR Assistant	
	Job Location: Utah Olympic Park Reports to: HR Manager Function Area: UOLF Administration	Position Code: 050 Pay Grade: 5 Type: Full Time Exempt

Job Title: HR Assistant

Major Tasks and Responsibilities

The Human Resources Assistant performs work of varying levels of complexity in human resources and recruiting. This position carries out responsibilities in a variety of areas, including those related to HRIS management, compliance, recruiting, onboarding, and benefit management. Prior experience using Paylocity and WhenIWork a plus.

HRIS Payroll Management

- Perform payroll management duties in HRIS systems including Paylocity, When I Work, TimeForce, Performance Pro
- Assists HR Manager in maintaining, analyzing and processing weekly payroll data
- Reviews hours worked for seasonal and permanent employees and partners with employees and supervisors to correct missed punches, review accuracy and minimize anomalies, correct discrepancies, and add notes to record employee absences and usage of PTO time
- Maintains employee confidence and protecting payroll operations by keeping information confidential

Recruiting/Onboarding

- Manage requisition, job posting, and candidate record retention requirements
- Manages the recruiting process for all positions including working with J-1 Visa agencies
- Communicates timely and effectively with all candidates
- Creates offer letters
- Facilitate the onboarding process for employees
 - Ensure all new hire paperwork is accurate and complete
 - Set up new employees in time and attendance systems
 - Conduct employee verifications including, E-Verify, background and driving checks
- Administer employee referral program

HR Support

- Assists with preparation and maintenance of employee handbook and policies and procedures book
- Helps conduct new employee orientations and benefit orientations
- Keeps employee personnel files updated
- Assists with benefits administration including claims resolution, enrollments, documentation and communicating benefit information to employees
- Assists with HR related company-wide communications
- Assists HR Manager on employee programs such as Employee Perk Program, Monthly Newsletters, Company parties, etc.
- Demonstrates ability to handle sensitive situations with objectivity and professionalism
- Communication and interpersonal skills involving the ability to establish trust, develop relationships, maintain confidence, and understand social behavior and interactions
- Ability to listen and communicate effectively through oral and written means
- Maintains updated forms
- Other HR job duties as assigned

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HR Assistant

Required Knowledge and Essential Skills

- 3 to 5 years HR experience and/or bachelor's degree required
- Experience in the administration of payroll, compensation and benefits programs
- Ability to organize, prioritize and manage multiple tasks in a fast paced environment
- Must be self-motivated, creative and an analytical problem solver
- Strong written and oral communication skills
- Must have attention to detail
- Must have a professional demeanor and pro-active attitude
- High degree of integrity and evidence of practicing high level of confidentiality
- Strong computer skills and proficiency with Microsoft Office Suite (Word, Excel, Access and PowerPoint), email and the internet
- Self-directed individual who is a team player and has a strong mindset for continuous improvement

Minimum Qualifications

- Willing to work weekends, evenings and extra hours for events
- Valid driver's license

Physical Requirements

- Ability to lift 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Required In-House Training

- UOLF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- Other training as required

This position is eligible for an excellent benefits package, including medical, dental, life insurance, long- term disability, 403(b) plan, and paid personal time.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.