



Position: HR Assistant – Part-time	Rev.: March 2017
Reports to: Chief Financial/Operating Officer	Contract: N/A
FLSA Status: Non-exempt	Location: Tampa

Position Summary:

The HR Assistant provides administrative support in basic functions of HR to include recruiting, on-boarding, employee relations, regulatory compliance, benefits administration and other special projects as assigned.

Essential Duties and Responsibilities: (Not listed in order of importance; other duties may be assigned)

- Create/update job descriptions and post job openings on various Web sites.
- Manage ATS and respond to applicants' inquiries as appropriate.
- Review resumes and schedule interviews as requested.
- Oversee the new hire on-boarding process to include pre-employment drug screen and background investigation.
- Create/maintain employee files/records and perform routine audits to ensure state and federal compliance.
- Schedule annual performance evaluations and quarterly random drug screens.
- Perform research and compile data as directed.
- Maintenance HR records.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associates Degree preferred
- A minimum of two years of experience working in an HR or office support role

Knowledge/Skills:

- Basic knowledge of HR concepts and processes
- Proficient with MS Office (Word, Excel, PowerPoint, Outlook)
- Strong verbal & written communication, problem solving and interpersonal skills

Abilities:

- Ability to prioritize and meet deadlines
- Ability to multi task with a high degree of accuracy

NOTE: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and/or ladders; balance; stoop, kneel, crouch or crawl; talk, hear or smell. The employee must occasionally lift and/or move up to 50 pounds occasionally or 20 pounds frequently. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Valid state driver's license and ability to operate a motor vehicle required.

Clearance:

Not required.

Supervisory Responsibilities:

None for this position.

The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. 9Line is an equal opportunity employer.