Human Resources Assistant at Yuma Private Industry Council in Yuma, AZ
Job Id # 4939883 on azjobconnection.gov
Full Time
Pay Rate: 18.68 P/ Hr.

Job Description:

The position of Human Resource Assistant is responsible for performing administrative and support-based tasks associated with personnel functions, including recruitment, orientation, personnel transactions, benefits, and compensation, in compliance with all relevant State and Federal personnel laws and regulations including Fair Labor Standards Act, Family Medical Leave Act, etc. The Human Resource Assistant performs the key functions of organizing and accessing records and files. In addition, the position assists the Equal Opportunity Officer conducting inspections, documenting, and ensuring compliance with the ADA (American with Disability Act) and the coordination of the Safety Committee. This position must be computer literate; have friendly and professional customer service, exceptional organizational skills with attention to detail, and be able to multi-task. Working knowledge of PAYCOR system is highly desired.

1. Establish Personnel Records
2. Coordinate Procedures Related to Employment Openings
3. Orientate New Employees and Initiate and Review Personnel Forms for Accuracy and Notify Payroll Of all Appropriate Personnel Matters
4. Assist Tracking Evaluation Dates and Notify Department Managers
5. Assist the Human Resource Manager with Notifications and Updates of forms and Policies
6. Assist Equal Opportunity Officer
7. Assist with the Coordination of Safety Committee meetings
8. Other duties will be assigned as the need arises

For complete Job Description visit www.ypic.com

Job Requirements:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.
- Frequent Bending and stooping.

Other:

- Demonstrate public speaking skills. Make oral presentations to groups in local and statewide activities.
- Demonstrate interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Level One Arizona Driver’s License, reliable transportation, and current liability insurance;
- Must clear a background check with Arizona Department of Child Safety;
- Must demonstrate the Core Values of the Organization.

Education and experience:

Bachelor’s Degree in Human Resources, Human Services, Business Administration, Accounting, Computer Science, or related field and two years of experience in Human Resources; or a H.S. Diploma and five years of experience in the areas of Payroll, Benefits, Contracts, Training, or a combination of the above.

Computer proficiency is a requirement.

*For complete job description visit [www.ypic.com/careers.html](http://www.ypic.com/careers.html)

**How to Apply:**

MUST review the complete job description before applying:
[www.ypic.com](http://www.ypic.com)

Application can be downloaded on line, submitted in person, via regular mail or emailed to amcbride@ypic.com or egalleos@ypic.com

The Application is also available at 3834 W 16th Street, Yuma, AZ 85364 Monday thru Friday between 8:00a.m. to noon, and 1:00p.m. to 5:00p.m. YPIC observes Holidays.

*Resumes are ONLY accepted as an attachment to the Application. Application MUST be completed to be considered.*

Deadline to submit application: Open until Filled.