



mission

SOCIETY OF NEW YORK CITY

JOB DESCRIPTION

TITLE: Human Resources Associate

REPORTS TO: Human Resources Operations Manager

FLSA STATUS: Non-Exempt

BASIC FUNCTION: Assists with the day-to-day operations of the Human Resources department with emphasis on personnel transactions, recruitment support, and benefits administration.

PRINCIPAL RESPONSIBILITIES:

- Perform human resources related functions to include, but not limited to, process new employee information, employee changes-in-status and separations; create and maintain employee files for auditing. Maintain the Personnel Files filing system.
- Maintain the organization's Human Resources Information System (HRIS) by entering and maintaining accurate employee records. Verify employee information is accurate in files and HRIS. Maintain confidential information.
- Provide recruitment support including posting open positions internally and externally, sorting and sending resumes to hiring managers for review.
- Coordinate TransitChek orders for the organization.
- Complete EEO and other compliance reports.
- Develop customized reports required to support the department data needs.
- General H.R. responsibility. Duties include responding to daily questions and request for completing reference check forms, income verification forms, education verification forms employment verification forms etc.
- Assist with the administration of employee benefit programs; including processing benefits enrollment, terminations, cobra etc. to ensure timely and accurate coverage and cancellations.
- Assist with open enrollment process to ensure that information is distributed to all eligible employees.
- Update staff directory and organizational chart.
- Provide assistance with event planning, projects, and special requests.
- Perform administrative functions that support the work of the HR Department to include, but not limited to, correspondence, reports, forms, xeroxing; placing and screening phone calls; mailings; filing; faxing; ordering benefits supplies and assisting with logistical aspects of staff events.
- Schedule and coordinate meetings and maintain appointment schedule as needed.
- Serve as customer service representative for human resources/personnel related inquiries from internal and external customers.
- Other duties as assigned.

QUALIFICATIONS:

College graduate or 2 years minimum experience in human resources or human/social services. Experience with a human resources information system preferred. Must be extremely organized and detailed oriented, with strong follow-through skills. Excellent analytical, verbal and written communication and interpersonal skills are essential. Excellent computer application skills especially in Microsoft Office Suite and database management.

AA/EOE