

# Human Resources Assistant



## Part -Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for performing administrative duties which support the Director of Human Resources and the Human Resources (HR) Department. Exercises discretion and maintains strict confidentiality. Ensures a positive team, supervisor, and employee experience.

### DEPARTMENT

Human Resources

### REPORTS TO

Director of Human Resources

### DIRECT REPORTS

None

### WORK WEEK

Monday – Friday

### HOURS PER WEEK

25

### FLSA

Non-Exempt

### JOB CLASS

Para-Professional

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Supports Director of Human Resources with daily activities including calendar management, monitoring the flow of information, and proof-reading communications for internal and external distribution.
2. Performs various administrative duties for the department including copying, faxing, filing, and email correspondence.
3. Coordinates on-site planning meetings, and events for HR Department to include room reservation and set-up, technical and audio requirements, refreshments and/or catering, prepares handouts, study materials, and guides, and collects post class surveys.
4. Responds to basic employee requests on a wide variety of HR issues.
5. Maintains purchase card expenses and completes expense check requests.
6. May assist with special projects, including research, compiling data, creating PowerPoint presentations and working with Word and Excel documents.
7. Conducts background checks for all new and rehired employees. Audits and tracks employee background checks to maintain organizational compliance.
8. Posts job openings on the employment website.
9. Other duties and responsibilities as assigned.

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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Two (2) years of college from an accredited college or university.
2. Two (2) years of administrative experience. Preferably in Human Resources.
3. Education can be substituted for experience.

### KNOWLEDGE AND ABILITIES

1. Knowledge of principles and practices of organization and management.
2. Knowledge advanced computer office applications (Microsoft Office) and equipment.
3. Knowledge of English usage, spelling, and punctuation.
4. Knowledge of business mathematics.
5. Knowledge of techniques and methods of research, data collection, and statistical methods.
6. Knowledge of basic record keeping procedures and practices.
7. Ability to discern and maintain confidentiality.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to work independently in the absence of supervision.
10. Ability to compile data and prepare reports.
11. Ability to research, analyze and summarize data.
12. Ability to learn principles and procedures of personnel administration.
13. Ability to learn assigned department procedures, policies, activities and services.
14. Ability to perform responsible programs and office administration duties.
15. Ability to interpret and apply administrative and departmental policies and procedures.
16. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**CREATED:** November 2023