

HR Assistant

The law firm of Levin Papantonio Rafferty is currently seeking an HR Assistant.

Position Summary:

- **Entry level HR position**

Reporting to the HR Director, the HR Assistant is responsible for providing administrative support to the HR department's management team (HR Director and Director of Administration).

Essential Functions:

- Represent the Human Resources Department internally and externally by providing exceptional customer service through answering HR phone lines, providing information or routing inquiries to the appropriate person.
- Under the direction of the HR Director, maintain and updates benefits information, deductions, plan summaries, assists in benefits open enrollment activities and is the liaison for the employees with the insurance companies.
- Handles handbook related/company policy issues.
- Facilitate new employee orientation, maintain employee files, benefit enrollment/development.
- Facilitate termination checklists and related paperwork.
- Manage the electronic Exit Interview process to include running reports and providing exit interview data/summaries.
- Maintain/run reports for attendance/tardy records.
- Assist with scheduling of employee meetings, room set-up, creating/distributing company announcements, mail review/distribution and day-to-day operations.
- Create or assist in preparation, organization and distribution of various reports, data and file maintenance.
- Keep confidential all information learned in daily job functions pertaining to the company and its personnel.
- Responsible for some invoices and check requests, as well as completing weekly/biweekly time clock calculations.
- Other duties as assigned including, but not limited to organization of employee appreciation events.

Qualifications

- 1+ years of work experience in HR, clerical/administrative, customer service or retail management (preferred).
- Excellent communication and presentation skills are necessary to positively interact with visitors, applicants and employees.
- Sound planning and organizational skills.
- Demonstrates strong character skills including, but not limited to being positive, respectful, resilient, motivated and strong customer service skills.
- Knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint). Proficient in operation of standard office equipment.
- This position is exposed to sensitive information that requires a high level of tact and confidentiality

Salary based on experience.

This is a great opportunity for an individual interested in Human Resources or looking to start their career in Human Resources.

We offer a competitive salary, as well as, an excellent benefit package such as 401(k), profit sharing, health, dental, LTD and life insurance. Levin Papantonio Rafferty is an equal opportunity employer.

Please submit cover letter, resume and references to:

Cilia Barrett, cbarrett@levinlaw.com or submit online at www.levinlaw.com