



CAREER OPPORTUNITY

Title: HR Assistant – Dayton

Hours: Full-time, 37.5 hours per week, Non-Exempt

Brief Description:

This position assists the Human Resource Department and HR Manager in supporting 120 employees and 200+ volunteers throughout the Agency with responsibilities of volunteer coordination and placement, processing payroll and benefits for new hires, participate as a member of the Safety and Social committees, and maintain compliance with all relevant and applicable laws, regulations, policies and procedures.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive):

- Assist with recruiting, interview and on-boarding new employees
- Attract, onboard, and assign Volunteers within the Agency programs
- Attend job and intern fairs with local colleges and universities
- Assist with processing Payroll using Paylocity technology
- Reconcile Monthly Benefit Bills
- Facilitate and participate in Agency Safety and Social committees
- Maintain paper and electronic files
- Assist HR Manager with annual Open Enrollment of Benefits
- Facilitate communication with new hires during their first 30, 60, 90 days
- Effectively communicate with all levels of the Agency

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- A Bachelors in Human Resources, Business Management or related field, (1 to 2 year exp. preferred)
- Ability to use a computer with substantial ease, including Word, Excel, Outlook; some familiarity with PowerPoint and Publisher helpful
- Ability to support and problem solve with staff and volunteers
- Ability to work independently with a diverse population and treat all with dignity and respect
- Demonstrate excellent verbal and written communication skills
- Willingness to work occasional flexible hours
- Ability to maintain professional ethics and confidentiality
- Access to dependable transportation

All interested candidates should send a resume with salary requirement to: Human Resources Catholic Social Services of the Miami Valley 922 W. Riverview Ave. Dayton OH 45402, Or e-mail to jobs@csmv.org, Or fax to 222-6750