



## The Arc Gateway, Inc. Job Description

**Job Title:** Human Resources Assistant (Temporary Position)

**Department:** Human Resources

**Reports To:** HR Generalist, Associate

**SUMMARY** Provide Human Resources support to employees and managers of The Arc Gateway under the guidance and direction of the HR Generalist, Associate and the HR Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Post job openings
- Screen resumes, forwarding to hiring managers as appropriate
- Conduct phone interviews as needed for open positions
- Complete reference checks for potential employees
- Process Pre-hire paperwork, Drug Screens, Level 2 background Clearances, run local background checks
- Conduct onboarding paperwork and training sessions, process I-9s
- Assist with processing Personnel Action Forms (PAFs)
- Track required trainings, schedule and announce trainings as appropriate
- Review personnel files and follow up with managers regarding outstanding items
- Keep all Human Resource filing current
- Shred confidential Human Resources documents
- Contact managers and follow up on employee background check renewals, evaluations & trainings due
- Assist with coordinating and executing In Service trainings
- Pull reports as needed; Prepare for official audits
- Data entry as required
- Conduct Exit Interviews
- Other duties as requested

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Two years of Human Resources experience required. Must have computer knowledge in Microsoft Office.

**CERTIFICATES, LICENSES, REGISTRATIONS** Completion of HIPAA and Zero Tolerance trainings will be required upon hire. Good driving record, valid driver's license, successful completion of Level 2 background check required.

**Beginning Salary:** \$11/hour

**Working Hours:** 8am-4pm Monday thru Friday

**Status:** Non-Exempt, Temporary position for approximately up to 3-4 months, depending on performance

The Arc Gateway, Inc. is an Equal Opportunity Employer