



JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Human Resources Assistant
LOCATION: Juneau, Alaska
SALARY: Starting at \$25.12 Per hour. Benefits included.

APPLICATION PERIOD: closes April 9, 2018

DUTIES AND RESPONSIBILITIES: The Human Resource Assistant is responsible for the administrative support of day-to-day human resource operations.

- Assists with recruitment activities including revision of job descriptions, maintain recruitment files, place advertisements, providing applicant lists to hiring manager, and conduct reference checks. Also, close out recruitments by providing notice to all candidates.
- Prepares personnel actions for signature.
- Provide new employee orientation.
- Maintains complete, current and confidential personnel files for all employees; these files include all required information, i.e. personnel action, job descriptions and evaluations. Uploads documents the online human resources system and notifies payroll of the actions.
- Assist with annual performance evaluations by working with supervisors and managers to ensure annual performance reviews are conducted for each employee.
- Assist with the Workers Compensation Program by filing claims with the workers compensation insurance; providing necessary information to the insurance; and completing annual OSHA logs.
- Assist employees and supervisors with basic interpretation of the Human Resources Policy and Procedure Manual.
- Responds to reference checks from outside employers and verifications of employment.
- Assist payroll function by gathering necessary documents needed to complete a payroll.
- Provide exit interviews for employees and notification of federal Temporary Continuation of Coverage, COBRA rights and process necessary paperwork for terminations and resignations.
- Assist with benefit administration including entering employee eligibility and termination in various benefit systems and providing billing information to finance for payment.
- Compile employment statistics as needed for reporting.
- Other duties as assigned.

MINIMUM QUALIFICATIONS: High school graduate or equivalent. Two years of office/clerical experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to maintain accurate, complete and confidential personnel records.
- Ability to use word processing, spreadsheets and database software.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and meet legal requirements for employment documentation.
- Strong organizational skills.
- Ability to maintain confidentiality.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs..

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
www.thrha.org; for questions please call (907) 780-6868.
Email: jobs@thrha.org

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.