

Human Resources Assistant – Part Time



SUMMARY

The Human Resources Assistant provides administrative and clerical support to the Human Resources Director. The responsibilities of this position include working on special and ongoing projects; maintaining the Agency's employee files; performing receptionist duties; and providing back-up support on the voicemail and key card systems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential job duties and meet the qualifications listed below:

- Associate College Degree (AA) or higher
- Prefer a minimum of 2 years in Human Resources or related experience/training in a clerical/administrative position.
- Must have good knowledge of Outlook and Microsoft Word and Excel. Be willing to learn additional software.
- Must be familiar with federal, state and local laws and ordinances.
- Must be able to function well as a member of a team and have good communication skills.
- Must be able to follow the Mission and Values of the agency.
- Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.

RESPONSIBILITIES

1. Provides administrative support to the Human Resources Director.
2. Sets up and maintains employee files.
3. Maintains training, new hire and termination spreadsheets.
4. Processes appropriate paperwork on new hires and employee changes.
5. Ability to put together new hire packets which includes downloading and printing forms from internet.
6. Schedules meetings on Outlook calendar including new hire orientations.
7. Orders supplies such as required state and local posters and pamphlets.
8. Provides front desk receptionist relief as needed.
9. Ability to read and write instructions, emails and memos for review by HR Director.
10. Handles sensitive and confidential situations while maintaining objectivity.
11. Effectively presents information in one-on-one situations.
12. Plans and prioritizes work activities.
13. Communicates effectively with all Epiphany staff and personnel associated with other organizations.
14. Performs effectively and professionally under pressure.
15. Maintains key card system.
16. Acknowledges safety policies and procedures and reports potentially unsafe conditions.

APPLICATION PROCESS

To apply for this position, please submit your resume.

Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.