

HUMAN RESOURCES ASSISTANT – Corporate Office, Lexington Park, MD

The Human Resources Assistant assists with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

The HR assistant has partial responsibility for these areas:

* recruiting and staffing logistics;
* employee orientation, development, and training logistics and recordkeeping;
* assisting with employee relations;
* company employee [communication](https://www.thebalance.com/communication-in-the-workplace-1918089);
* compensation and benefits administration and recordkeeping;
* employee safety, welfare, [wellness, and health reporting](https://www.thebalance.com/how-to-create-a-workplace-culture-of-wellness-1917968); and
* employee services;
* maintaining employee files and the HR filing system;
* assisting with the day-to-day efficient operation of the HR office.

The Human Resources assistant contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance [culture](https://www.thebalance.com/what-makes-up-your-company-culture-1918816) that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Human Resources assistant helps with the implementation of services, policies, and programs through HR staff; reports to the HR director, and assists company managers with HR issues.

**As a Human Resources Assistant, you will be responsible for:**

* Participating in [developing department goals, objectives, and systems](https://www.thebalance.com/develop-a-human-resources-department-business-plan-1918400).
* Assisting with the tracking of [departmental and company measurements](https://www.thebalance.com/create-value-with-human-resource-measures-1918399) that support the accomplishment of the company's strategic goals.
* Preparing and maintains reports that are necessary to carry out the functions of the Human Resources department.
* Preparing periodic reports for management, as necessary or requested.
* Participating in administrative staff meetings and attends other meetings and seminars as necessary and to represent the department.

**Human Resources Information Systems (HRIS)**

* Maintaining the [HRIS database](https://www.thebalance.com/human-resources-information-system-hris-1918140) and generates scheduled or requested reports to assist management.
* Maintaining a database of employee contact information.
* Periodically audits the database to ensure accuracy.
* Keeping employee records up-to-date by processing employee status changes in a timely manner.
* [Maintaining personnel files](https://www.thebalance.com/sample-personnel-file-policy-1918912) in compliance with applicable legal requirements.

**Benefits Administration**

* Conducting benefit orientations and other benefit training, as needed.
* Processing enrollments, changes, and terminations of participants in all benefit plans and programs.
* Reconciling monthly billing statements against payroll deductions.
* Assisting employees with any benefit claim issues or concerns.
* Administers the day-to-day transactions of the 401(k) plan and processes employee loans and applications.

**Training and Development**

* Schedules company training sessions.
* Tracks participants and training records.
* Enters training records into a database and maintains it.

**Employment**

* Advertises employee job openings
* Manages the logistics of the recruiting process.
* Post ads on the Internet in places appropriate to the open position including job boards, college career services offices, professional associations, and on the company's website.
* Schedules interviews for [the hiring manager](https://www.thebalance.com/what-does-a-hiring-manager-do-1918147) and Human Resources Director.
* Conducts [new employee orientation](https://www.thebalance.com/new-employee-orientation-employee-onboarding-1918195).
* Prepares paperwork required for new hires and establishes personnel file.

**Employee Relations**

* Assists in the development and implementation of an employee handbook and new personnel policies and procedures.
* Files all compliance reports with the state and federal government including EEO-1 report.

**Organization Development**

* Participates on various committees to provide HR support and to monitor activities and completion of goals.
* Participates in planning and implementing various employee relations and employee satisfaction initiatives.

**Additional**

* Assumes other duties as assigned by the HR Director.

The *requirements* listed below are representative of the knowledge, skill, and /or ability that an individual *must* be able to perform satisfactorily in order to be successful at this position*.*

**Skills:**

* Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
* Effective oral and written communication skills.
* General knowledge of various employment laws and practices.
* Experience in administration of benefits and other HR programs.
* Excellent interpersonal skills.
* Skills in database management and record keeping.
* Able to exhibit a high level of confidentiality.
* Excellent organizational skills.
* Must be able to identify and resolve problems in a timely manner.
* Must be able to gather and analyze information skillfully.

**Physical Demands:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

**Position Type/Expected Hours of Work**This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Little travel is expected for this position.

**Required Education and Experience**

A bachelor’s degree and one year experience in human resource, or two to three years of experience in the HR field, or any similar combination of education and experience.

**Desired Experience**

1. SHRM-CP or SHRM-SCP certification and/or;
2. PHR certification and;
3. DoD Contractor experience.

To apply, please visit https://www.asec-incorporated.com/careers/

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