

Example Employee Job Description:

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| **Example Employee Job Description** | |
| **Human Resource Assistant**  **Job Description and Duties** | |
| Position Purpose: | To support the human resources department and to ensure employee needs are met. |
| Reports to: | Human Resource Director |
| Salary Range: | $XX,000 - $XX,000 |
| **Job Responsibilities** | |
| * **Keeps weekly appointment calendar for department director.** | |
| * **Makes all travel arrangements including air, hotel, car and expense reporting process.** | |
| * **Takes minutes at weekly staff meeting and monthly Human Resource Council meetings.** | |
| * **Facilitates new employee orientation and reviews new employee checklist with new hires.** | |
| * **Ensures new employees have a designated phone line, computer login and workstation.** | |
| * **Responsible for processing payroll the 1st and 3rd Mondays of every month. This includes tracking vacation, sick and unpaid leaves.** | |
| * **Keeps records of paid time off, sick time and nonproductive hours.** | |
| * **Acts as a liaison between organization and health insurance vendor. This includes adding new employees to insurance plan and terminating employees who leave the organization.** | |
| * **Performs human resource file audits to ensure all required documentation is in all employee files.** | |
| * **Facilitates employee satisfaction process and conducts employee focus groups as needed.** | |
| * **Serves as an employee advocate and brings employee issues and concerns to the attention of management.** | |
| * **Facilitates employee recognition program by planning employee related events and monitoring employee length of service.** | |
| * **Other duties as assigned by director.** | |
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***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***