



POSITION VACANCY ANNOUNCEMENT

Position: Human Resources Assistant (FT)
Starting Salary: \$20.00/hour - \$23.00/hour
Posting Date: January 2, 2025

Department: Human Resources
FLSA Status: Non-Exempt
Closing Date: January 24, 2025

Job Summary:

This position is responsible for organizing, coordinating, and assisting with a full range of human resources, benefits, and training programs.

Major Duties:

- Provides support for the selection and recruitment process including preparation and posting of job vacancies; assists with conducting interviews; maintaining interview/recruitment calendar, coordinates drug tests, background checks and reference checks; prepares related correspondence, including offer letters; maintains new hire files; assists new personnel with the completion of required forms; conducts orientation for new employees.
- Processes separating employees; prepares separation notices; updates electronic files and personnel files.
- Assists in coordinating awards ceremonies and other events.
- Answers telephone and greets visitors; provides information and assistance to employees, retirees, job applicants, and the general public.
- Maintains organized physical and digital files for employees, their documents and benefits.
- Schedules and coordinates all job fairs including set-up, ordering of supplies, etc.
- Processes new benefit enrollments, as needed; assists with benefit enrollment meetings; creates benefit packets and provides benefits-related information and assistance.
- Assists with open enrollment auditing and benefit changes.
- Sorts and distributes incoming mail to HR Department employees.
- Sends and receives faxes.
- Maintains office supply inventory; reorders as needed.
- Assists HR Supervisor with personal leave of absence requests including FMLA, Short-term, and Long-Term Disability.
- Assists with reviewing and updating the Employee Handbook and Policy Guidelines, Safety Manuals, Department SOP's; ensures distribution and communication materials; and explains personnel policies and procedures to all employees.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or GED.
- One years of human resource administration, organizational development or related experience required. One year experience with HRIS and electronic time and attendance records preferred.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for the position.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: Please complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.