

TMG Enterprises Position Description

POSITION TITLE: Human Resources Assistant **DEPARTMENT:** Human Resources

POSITION REPORTS TO: Human Resources Manager

POSITION PURPOSE:

Responsible for performing a variety of human resource support duties. Assists in maintaining all human resource records and files. Handles payroll processing and tracks and reports payroll information. Completes assigned reporting functions involving attendance statistics, termination, hire and transfer data, and other information assigned. Assists in informing new employees of human resource policies and programs as needed. Performs general office support functions and assists area personnel as necessary.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Human Resources assistant assists with the administration of the day-to-day operations of the human resources functions and duties. Assists with the human resources functions for TMG Enterprises, Direct Mail Depot, TMG Mail Solutions and DTS.

1. Assumes responsibility for effectively recording, maintaining, and reporting human resource information.
 - a. Takes employment applications.
 - b. Verifies I-9s
 - c. Coordinates drug testing and background checks.
 - d. Processes employment verification forms and name change packets.
 - e. Enters new hire information in the human resource system database.
 - f. Maintain hard copy employee files.
 - g. Processes enrollments, terminations, and changes to all benefit plans including medical and dental.
 - h. Works with insurance carriers on enrollment maintenance and claim issues.
 - i. Run reports for federal reporting: OSHA, EEOC
 - j. Tracks and resolves problems and checks system operations as scheduled.
 - k. Ensures that human resource files and records are maintained in accordance with legal requirements and company procedures.
 - l. Completes unemployment claims information
 - m. Completes and reports Workers' Compensation accident forms, insurance forms and any requests for information.
 - n. Prepares COBRA new hire and termination letters.
 - o. Assist with audits of carrier plan enrollment files.
 - p. Assist with annual open enrollment process.

2. Processes all payroll forms including new hires, terminations, pay changes, vacations, leaves of absence and disability and Workers' Compensation leaves.

3. Assumes responsibility for effectively recording, maintaining, and reporting human resource information.
4. Assumes responsibility for establishing and maintaining professional working relations with applicants, visitors and callers
 - a. Receives and screens visitors and telephone calls.
 - b. Receives and tracks employment applications.
 - c. Assists with questions and problems courteously and promptly.
 - d. Obtains and conveys information as needed.
 - e. Maintains and projects the Company's professional reputation.
5. Assumes responsibility for related duties as required or assigned.
 - a. Ensures that work area is clean, secure, and well maintained.
 - b. Types memos and letters as requested.
 - c. Performs miscellaneous clerical functions and special projects as assigned.

Manage employee disciplinary process.

Prepare and update employee handbook.

Coordinate training: Ant-harassment, Management.

Attend unemployment and Workers' Compensation hearings.

Responsible for compliance with federal and state laws and regulations.

1. Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions.
2. Poll electronic time clocks (E-time software) and review the downloaded information for completeness and accuracy.
3. Contact various department supervisors for any missed times.
4. Process weekly transfer of payroll data to ADP.

QUALIFICATIONS:

EDUCATION/CERTIFICATION: High school graduate

Additional related training preferred.

EXPERIENCE REQUIRED: One year of related experience preferred.

SKILLS/ABILITIES:

- Ability to communicate clearly
- Fluency in speaking and writing English and Spanish
- Excellent telephone and oral communication skills
- Good to excellent spelling, grammar and written communication skills.
- Knowledge of using a variety of computer software applications, especially Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.

- Knowledge of office administration procedures.
- Ability to operate most standard office equipment.
- Attention to detail in composing, typing and proofing materials and meeting deadlines.
- Ability to maintain a high level of confidentiality.
- Well organized.

Please contact John at john.fontana@employeestrategy.com