

Catholic Charities, Diocese of Metuchen (CCDOM), with more than 450 employees is a non-profit, social services agency with its mission, driven by Catholic social teaching, of providing quality services with dignity and respect to the poor, vulnerable and all people in need and partnering with families and communities to improve the quality of life. We serve more than 68,000 clients per year throughout Middlesex, Somerset, Hunterdon, and Warren counties in NJ.

HR Administrative Assistant – Perth Amboy, NJ

This is an exciting role that is evolving to using systems-oriented platforms to move the mission of the Agency's strategic plan forward.

Responsibilities:

- New Hire Orientation and processing onboarding – such as I9 (E-Verify), background checks and follow up to ensure completion of onboarding items
- Schedule interviews with HR team
- Primary Source Verification for Licenses and monthly follow ups for renewals via software
- Monthly Driver eligibility report on software; CARI Reports on federal site
- Background Checks – Fingerprints and employment and education checks on software systems
- Track dates for performance evaluations in SAGE (HRIS)
- Process prior employment and PSLF loan letters
- Creative "HR Did You Know" monthly newsletters
- Processing emails and ordering supplies and other tasks

Requirements:

- Strong clerical support and typing skills and knowledge HRIS systems
- Strong organizational and communication skills
- Proficient knowledge in MS Office – Word, Excel, PowerPoint

Benefits:

CCDOM offers a competitive benefits plan that includes:

- Medical and Prescription
- Dental
- Vision
- Up to 13 Paid Holidays
- Begin with 20 Days of Paid Time Off
- Non-Contributory Pension Plan
- Ability to contribute to 403(b) retirement plan
- Life and Disability Insurance

Agency Perks and Discounts

- Employee Assistance Program
- Verizon FIOS
- Affinity Federal Credit Union membership
- NJM Insurance
- Blue Cross Blue Shield
- Flex Spending Accounts

Catholic Charities, Diocese of Metuchen is an Equal Opportunity Employer.

Please reply to jobs@ccdom.org.

