



HUMAN RESOURCES ASSISTANT

full-time non-exempt hourly position

6/2021

Basic Purpose and Responsibility:

Under the supervision of the Director of Human Relations, the HR Assistant is responsible for providing administrative support and assisting in the daily operations of the Human Resources office. The HR Assistant must be able to work under pressure at times to handle a wide variety of administrative tasks and highly confidential matters with discretion.

Essential Functions

- Maintains employment files, including development of a three-sectioned filing system.
- Tracks employee trainings/professional development and maintains records of completion/participation in individual employee files.
- Assists with advertising job postings and completes necessary purchase paperwork.
- Monitors and records candidate status, distributes resumes received to appropriate senior staff members, and sends acknowledgements to candidates not being considered for employment.
- Processes background checks for job candidates and coordinates the physicals, fitness for duty screenings.
- Crosschecks new hire packets to ensure forms are correctly submitted by department leaders, and files specific documents in designated places.
- Assists with preparing/copying new hire packets; produces and distributes company issued property to new hires.
- Produces last day letters and forms for employees leaving the Zoo's employment.
- Assists with leaves-of-absence requests including FMLA, NYPFL, STD, LTD and W/C claims as needed.
- Coordinates employee related perks, including memberships, guest pass distribution, annual service awards, and end of year gift.
- Assists with updating and distributing employee handbooks, policies, benefit guides and other materials.
- Coordinates all employee meetings, including monthly employee sessions, meetings for trainings, and benefits information sessions. This includes room reservation, AV equipment, refreshments and notification to employees.
- Maintains basic knowledge of current HR employment and benefit policies, laws and compliance.
- Other duties as assigned.

Education/Experience

- Associates degree or bachelor's degree, or equivalent combination of education and three-years' work experience in an HR environment.
- Basic knowledge of HR related laws, regulations, compliance, and best practices.

Knowledge/Skills

- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Google applications.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands.
- May be required to work evenings or weekends on an as-needed basis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Benefits / How to Apply

This is a full-time, non-exempt hourly position. Salary is \$18.00 - \$19.00 per hour depending on experience. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits available after the successful completion of an introductory probation period of 60 days of work. Sick time available upon hire.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

Please submit resume and cover letter (no phone calls please) by July 19, 2021 to:
buffalozoojobs@buffalozoo.org

EQUAL OPPORTUNITY EMPLOYER