



POSITION AVAILABLE

HUMAN RESOURCES ASSISTANT

Basic Purpose and Responsibility

Under the supervision of the Director of Human Relations, the HR Assistant is responsible for providing administrative support and assisting the Human Resources team's daily operations. The HR Assistant must be able to work in a fast-paced environment, and handle a wide variety of HR administrative tasks and highly confidential matters with discretion.

Benefits / How to Apply

This is a full-time, non-exempt hourly position. Hourly pay range: **\$23.00 - \$24.50** per hour, commensurate with experience. Benefits include health, dental and vision insurance, HRA/HSA/FSA, life insurance, 403B retirement plan, annual leave time (PTO), paid holidays, and paid sick time. Benefits are available after the successful completion of an introductory period review at 60 days of work. Sick time will be available upon hire.

Please submit resume and cover letter (no phone calls please) by September 13, 2024 to:
buffalozoojobs@buffalozoo.org

Essential Functions

Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed if necessary.

- Maintains/organizes employee personnel files which includes a 4-tiered filing system.
- Maintains "active" employee lists, which are updated weekly.
- 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 for the postings.
- Assists with management of applicant tracking and recruitment efforts. Monitors and records candidate status, distributes resumes received to appropriate department directors, and sends acknowledgements to candidates not being considered for employment.
- Processes background checks for job candidates and coordinates the fitness for duty screenings.
- Crosschecks new hire packets to ensure forms are correctly submitted by department leaders, and files specific documents in designated places.
- Participates in new employee onboarding for full-time and permanent part-time employees. May assist with onboarding of seasonal associates as requested.
- Maintains Form I-9 for all employees, ensuring forms are completed properly, and monitors when forms should be purged based on last day worked.
- Updates workplace posters as needed and/or annually.
- Prepares new hire packets; produces and distributes company issued property to new hires including swipe cards and car hang tags. Works in access system to create employee records and print swipe cards.
- Processes 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, years of service awards, end of year gifts, and birthday cards.
- Assists with updating and distributing employee handbooks, policies, benefit guides and other materials as needed.
- Assists with coordinating monthly All Staff Meetings; mandated employee training sessions/courses; TB Clinic; Flu Vaccine Clinic; First Aid Training; Job Fair; Employee Appreciation Week, and Employee Benefits information sessions. This includes room reservation, AV equipment, refreshments and notification to employees.
- Assists with coordination of DEAI initiatives.
- Maintains basic knowledge of current HR employment and benefit polices, laws and compliance.
- A strong and effective communicator and supportive team player.
- Possess a can-do attitude, be resourceful, and communicate respectfully with everyone.
- Interact with courtesy, professionalism, and respect to staff, volunteers, and guests consistent with the organization's mission and core values.
- Verbal and written ability to communicate with Zoo staff. Able to interact positively with a variety of individuals from varied socioeconomically backgrounds frequently.
- Other duties as assigned.

Education/Experience (*preferred*)

- 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, Google applications, Microsoft Teams and Zoom applications.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands.

Other:

- Must support Buffalo Zoo's Vision, Mission and Core Values.
- Must support the Buffalo Zoo's DEAI values.
- Desired - Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company.
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Must understand the requirements, essential functions and duties of the position as per the job description, and certify such by signing the job description prior to first day of work.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer, etc. after training.
- Must be willing to comply with department's Personal Protective Equipment (PPE) policies and procedures.
- Regular attendance and punctuality are essential functions of the position.
- Must be able to work weekends, holidays and requested overtime as necessary.

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.

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.

EQUAL OPPORTUNITY EMPLOYER