



Human Resources Assistant

Report to: Human Resources Director

Position Status: Full Time, Non-exempt

Founded in 1920, [Momentous Institute](#), the program arm of [Salesmanship Club of Dallas](#), offers comprehensive education and therapeutic services to 6,000 children and family members each year. The focus is on building and repairing social emotional health so families can achieve their full potential. Since 1968, the Club has sponsored [THE CJ CUP Byron Nelson](#), a golf tournament on the PGA TOUR. Thanks to the hard work of Club members and tournament staff, this event has raised more cumulative funds for charity than any other event on the TOUR. With an emphasis on innovation, collaboration and training, the Club and Momentous Institute offer a truly dynamic work environment.

The Human Resource Assistant is responsible for providing administrative support for the day-to-day human resource department operations.

Job Duties/Responsibilities:

Human Resource Administration:

- Assist with the day-to-day efficient operation of the HR office.
- Runs background checks for New Hires, Employees and Practicum Students
- Assists by coordinating references listed by applicant to verify work and education, history, and character.
- Prepares New Hire Packets for HR onboarding
- Responds to reference checks, wage verifications and verifications of employment status.
- Updates Staff directory and company organizational chart.
- Creates & removes paper records of new hires & terminated employees from active file cabinet.
- Ensure I-9 Binders are kept up to date by adding and removing new and Term EE forms.
- Files information in employee folders in prescribed manner
- Responsible for pulling all payroll reports and sending them to the corresponding departments.
- Pull monthly insurance bills reports and prepare for review.
- Assists with HR projects as needed.

Helps coordinates on-boarding process:

- Schedules and books conference room for New Hire HR paperwork on boarding meetings.
- Assists with scheduling Abuse Prevention Training for all staff and tracks completion.

Maintains Employee Electronic Record up to date in Human Resource Information System:

- Assist with reviewing time sheets before every payroll cycle is completed (bi-monthly)
- Records changes in status on employees' personnel records such as name, address, telephone number, wage change, and transfer to keep records current.
- Runs Overdue Notifications monthly for employees and ensures up-to-date records. (i.e., Professional Licensing, DL, background checks, auto insurance, abuse prevention)
- Remove records of terminated employees from active file. Maintain records for appropriate length of time, depending upon legal requirements.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements:

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General knowledge of various employment laws and practices.
- Experience in administration of benefits and other HR programs.
- Excellent interpersonal skills.
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.

Required Education and Experience

- High school diploma required; Some Collage preferred.
- One year of office/clerical support experience.

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Human Resources Department

Employment@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.