**Dayton-Phoenix Group - West Lafayette**

**Job Description**

**Job Title:** Human Resources Assistant

**Reports To:** Human Resources Manager

**FLSA Status:** Non-exempt

**Summary** Maintains confidentiality while providing overall administrative support to the HR department, including processing documentation and records.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Compile employee time, production, and payroll data from timesheets and other records.

Review timesheets and wage computations for payroll accuracy, verify attendance, hours worked, pay adjustments, etc.

Compile statistical reports, statements and summaries related to pay, benefits, and hours for use by other departments.

Train employees on organizations’ timekeeping systems.

Assist in scheduling interviews, background checks and drug screenings.

Assist in projects such as HR events, benefits open enrollment, wellness and community service activities.

Answer employees questions regarding policies and procedures, referring to manager as needed.

Responsible for entering new employees into manufacturing tracking and vending systems.

Responsible for employee access card administration.

Assist in paperless filing system.

Assists in communicating and promoting company core values throughout the organization.

**Education and/or Experience**

Associates degree in Human Resources or two or more years related experience and/or training; or equivalent combination of education and experience.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Human Resource systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

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