

**JOB POSTING  
BRAYS ISLAND PLANTATION**

**TITLE: Human Resource Assistant Full-time**  
**DEPT: Human Resources**  
**REPORTS TO: Director of Human Resources**  
**EXEMPT STATUS: Non-Exempt**

**FUNCTION:** Serves as administrative assistant for the Human Resource Department. Provides administrative and secretarial support to the Director of Human Resources. Ensures all programs and services are fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation.

**DUTIES & RESPONSIBILITIES:**

1. Inputs payroll and maintains human resource information system records and compiles reports from database.
2. Types and composes correspondence, i.e., notification to employees regarding premium changes, 401k eligibility, notices of meetings.
3. Responds to telephone calls and mail, and handles inquiries regarding general human resource activities, i.e. applicants, employee benefit resolutions.
4. Assists manager in carrying out various human resource programs and procedures for all employees, i.e. employee relations program to include maintenance of birthday/anniversary notifications, tuition reimbursement program, employee referral program, new hire tracking, 401k enrollments, Safety Bingo, FMLA tracking.
5. Plan and execute annual employee parties.
6. Maintains personnel files, and other department filings/records.
7. Prepares billing spreadsheets for Accounting, i.e. benefit provider invoices.
8. Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of department and services performed.
9. Provides administrative assistance to safety, accounting, and executive office as needed.
10. Other administrative duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
2. Position involves sitting, standing and/or movement throughout the day. Must be able to transport oneself not only to the office, but also around the plantation.
3. Duties of maintaining files, records and mail with involve stooping, bending, lifting, grasping, pushing and pulling or otherwise moving objects as much as 20-50 lbs. This type of activity may occur several times throughout the day.
4. Must be physically and intellectually capable of operating a personal computer, printer, facsimile machine, telephone, typewriter, and various other routine business items.

**PHYSICAL REQUIREMENTS:** Continued

5. Capable of working extended hours, to include weekends and holidays as necessary.
6. Able to see well enough to read faint or partially obscured writing or printing, with corrective lens if needed.
7. Must be able to interact with all types of individuals, be mentally alert, detail oriented, with good reasoning skills.

**ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work on more than one assignment at a time with interruptions, changes and delays while meeting daily deadlines. Must be able to remain focused and work effectively, efficiently and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.

**MINIMUM QUALIFICATIONS:**

Education: High school graduate or equivalent.

Knowledge: Computer knowledge of Microsoft Word & Excel. Knowledge of payroll software a plus.

Skills: Highly effective interpersonal skills and problem solving abilities necessary. Loyalty and a respect for confidentiality a must for this position. Minimum typing skills at 45 wpm.

Experience: 2-4 years administrative experience. Prior experience in human resources preferred.

Personality: Must be able to effectively interact with all types of individuals, be mentally alert, detail oriented with good reasoning skills.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**