

HPM Building Supply

Job Description

Job title:	Human Resources Assistant	FLSA:	Non-Exempt
Location:	Keaau (Corporate Office)	Reports to:	Human Resources Manager
Department:	Human Resources	Last Updated:	2/20/2023

Job Summary

In alignment with our core values of heart, character, and growth, the HR Assistant helps create and sustain a leadership culture that lifts owners across the company to achieve their potential. The HR Assistant works behind the scenes, helping ensure our owners have a top-of-class experience. With attention to detail, the HR Assistant completes various administrative HR tasks and provides HR support. The HR Assistant is a contributing team player on an HR team valuing trust, openness, service orientation, financial responsibility, and innovation.

Essential Functions

- Maintain integrity, confidentiality, completeness, and accuracy of APS Human Resources Information System (HRIS), physical employee files, and various other databases.
 - Perform periodic audits of HR files and records to ensure all required documents are collected and filed appropriately.
 - Update staff transitions log with new hires and employment changes.
 - Update owner addresses in necessary systems.
- Support onboarding:
 - Using existing job descriptions, populate orientation plans for new hires and distribute them to managers. Follow up to ensure manager reviews plan during new hire's first week and completes month one, two, and three evaluations on time.
 - Assist with new hire orientation logistics, ensuring a great first day for our new owners.
 - With attention to detail, timely process new hires, ensuring a detailed checklist is completed.
- Support recruiting:
 - Assist with pre-employment drug testing, offer letter tracking, and reviewing onboarding documents.
 - Respond to recruiting inquiries regarding current employees.
 - Email internal job posting emails to all company distribution list.
 - Respond to candidate emails and phone calls.
 - Assist with administrative tasks for recruiting events.
 - Assist with the tracking of recruitment metrics.
- Answer owners' frequently asked questions on standard policies, benefits, hiring processes, etc.; refer more complex questions to HR Manager if unable to answer.
- Process incoming and outgoing mail, scan, file, and shred.
- Complete and distribute various HR reports, such as the monthly birthday & anniversaries.
- Assist with annual open enrollment, performing tasks such as preparing printed materials, mailing materials, coordinating schedules, following up on required forms or missing enrollments, and processing changes in APS.
- Act as a liaison between the company and external benefits providers and vendors.
- Timely distribution of milestone awards/checks to branches. Ensure adequate award stock.
- Provide administrative support to HR team, such as completing benefit-related Accounts Payable requests, preparing and following up on routine leave documentation, distributing annual ESOP statements, and creating HR reports.

- Maintain state and federal compliance posters for each location.
- Maintain Organizational charts.
- Schedule meetings as directed.
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: Associate degree in HR field preferred.

Knowledge and Ability Requirements:

- Requires strong interpersonal skills, emotional intelligence, self-awareness, and capacity to anticipate needs.
- Requires the ability to take personal responsibility and productively hold others accountable, partnering with (not blaming) others to resolve issues.
- Ability to follow up and follow through respectfully.
- Ability to maintain confidential information, act with discretion, and positively represent HPM to our owner, vendors, and community.
- Ability to communicate clearly and concisely, verbally and in writing.
- Intermediate computer skills, including the ability to effectively use email, the internet, and Microsoft Word and Excel.
- Requires excellent attention to detail.
- Must be highly organized with the ability to stay on-task and complete assignments.

Experience Requirements:

- Proven ability to work well with a diverse and multi-site employee population.
- Two (2) years of related work experience or equivalent.
- Experience using the APS payroll system or comparable HRIS/HCM desired.

Other Information

- Prolonged periods of sitting in an air-conditioned office environment.
- HR is a support function, here to *support our owners* in achieving business goals.

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee-owned!