



JOB DESCRIPTION

Position: Human Resources Assistant

Reports to: Executive Assistant to the HR Director

Position Status: Full-Time, Non-Exempt

Department: Human Resources

Effective: January 2012

Replaces: All Previous

Position Number: RC-04-12

Posting Date: January 9, 2012

1st Closing Date: January 16, 2012

Position Summary:

The Human Resources Assistant performs a variety of duties to assist in the day-to-day operations of the Human Resources department to ensure overall efficiency. Incumbent works under the direct supervision of the Executive Assistant to the HR Director.

PLEASE NOTE: This position is only open to current Rock employees.

Job Responsibilities and Duties:

1. Performs general office duties, such as filing, mailing, copying, typing, organizing, answering phones, and making general department phone calls.
2. Serves as a primary point of contact for all HR related requests; follows up as needed.
3. Plans, organizes and executes all employee events for the HR department.
4. Serves as a positive influence by assisting with employee relations and communications.
5. Processes employment applications and enters data; maintains applicant database.
6. Communicates with applicants to confirm receipt or status of application and progress of interview process.
7. Maintains applicant folders and ensures acquisition of all needed pieces from interview panel.
8. Schedules interviews, reserves conference rooms and communicates HR visitors to receptionist and security.
9. Prepares, administers and collects new hire paperwork prior to start date.
10. Takes new hire picture and submits all tech requests prior to start date to ensure a smooth transition onto staff.
11. Performs ongoing internal audits including, but not limited to, personnel files, I-9 binder and background check binder.
12. Follows up on missing personnel file components.
13. Tracks employee changes in address, job titles, benefits, salaries, etc.
14. Administers and scores aptitude, personality, and interest tests, including but not limited to, Workstyle Preference (WSP) and Emotional Intelligence (EQ) tests.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Executive Assistant to the HR Director.

Job Skills and Requirements:

1. One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
2. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
3. Works well with timelines and short deadlines.
4. Proven ability to identify and resolve problems in a timely manner, use resources creatively and follow through to ensure effective resolution.
5. Works well in group problem solving situations; strong team player.
6. Strong attention to detail and accuracy; demonstrates accuracy and thoroughness.
7. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar.
8. Responds promptly to requests for service and assistance; meets commitments.
9. Listens and gets clarification; responds well to questions.
10. Ability to work in a high volume environment while maintaining quality results.
11. Self-motivated and flexible with strong organizational skills.
12. Ability to speak clearly and competently in positive or negative situations; skilled in diplomacy and use of discernment.
13. Ability to recognize and maintain confidentiality as appropriate.
14. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner.
15. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
16. Ability to work independently or in a team-oriented environment.

Employee Expectations:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.