



ROCK

CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Human Resources Assistant**

Reports to: **Hiring and Development Manager**

Position Status: **Full-Time, Non-Exempt**

Department : **Human Resources**

Effective: **October 2009**

Replaces: **All Previous**

Position Number: **RC-26-09**

Posting Date: **October 22, 2009**

1st Closing Date: **October 29, 2009**

Position Summary: The HR Assistant assists in the day to day operations of the human resources department, as well as compiles and maintains personnel records. The HR Assistant works under the direct supervision of the Hiring and Development Manager.

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. Assists with the day-to-day operations of the HR office to ensure overall efficiency.
3. Serves as a primary point of contact for all HR related requests; follows up as needed.
4. Oversees the planning, organization and logistics of employee events and functions; including, but not limited to, staff appreciation breakfasts, lunches and special events, staff meetings (when needed), staff trainings and New Hire Orientation.
5. Serves as a positive influence by assisting with employee relations and communications.
6. Prepares monthly petty cash expense reimbursement reports.
7. Processes employment applications and enters data; maintains applicant database.
8. Communicates with applicants to confirm receipt or status of application and progress of interview process.
9. Maintains applicant folders and ensures acquisition of all needed pieces from interview panel.
10. Schedules interviews, books conference rooms and communicates HR visitors to receptionist.
11. Prepares, administers and collects new hire paperwork prior to start date.
12. Takes new hire picture and submits all tech requests prior to start date to ensure a smooth transition onto staff.
13. Performs ongoing internal audits including, but not limited to, personnel files, I-9 binder and background check binder.
14. Follows up on missing personnel file components.
15. Track employee changes in address, job titles, benefits, and salaries.
16. 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 Hiring and Development Manager.

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.

Expectations of Staff:

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 a background 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.