**Position Title**: Human Resources Administrative Assistant

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time (37.5 hours per week), Non-Exempt

**Pay Rate:** $15-17/Hour

**Standardized Benefits**: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Overview:**

As our Human Resources Administrative Assistant, you will have a pivotal role in helping us hire and onboard new members to our team of exemplary employees. This role is also responsible for keeping up with our organizational chart and monthly HR reports. You’ll work closely with other members of the HR team to ensure that our processes work like clockwork. And while we never want an employee to leave us, you will also be responsible for the offboarding process. Our motto in HR at JFS is this: “Our Goal is Your Success”. We’re looking for the person who can exemplify this in every aspect of his or her work.

**Responsibilities:**

* Assist with recruiting functions including posting positions, submitting IT checklists and helpdesk tickets, screening resumes, and scheduling/conducting interviews and selection tests.
* Prepare/send offer letters; generate new hire paperwork for all new hires.
* Schedule new hire orientation for all incoming Agency staff.
* Assist with employee termination functions including preparing term letters/packets, coordinating final paycheck delivery, and submitting helpdesk tickets.
* Execute monthly reporting activities including debarments/exclusions, recruiting, turnover, active employees, new hires, and terminations.
* Process verifications of employment (VOEs).
* Maintain filing in current and terminated employee personnel files.
* Assist staff with a wide variety of inquiries utilizing high-level customer service techniques.
* Greet and receive phone and in-person visitors to the HR Department.
* Serve as back-up to the HR Specialist as needed.

**Skills/Abilities that are a Must-Have:**

* Associate’s or Bachelor’s Degree in Human Resources, Business, or related field
* 1+ years of experience in the human resources field
* Familiarity with federal and state labor law
* Excellent spelling, grammar and written communication skills
* Excellent telephone and oral communication skills
* Proficiency in Word, Excel, PowerPoint and Outlook

**Skills/Abilities we’d like you to Have:**

* Ability to read and interpret documents such as memos, project and grant reports, safety rules, instruction booklets and manuals
* Ability to write well (e.g., memos, reports, e-mails, agendas, minutes)
* Ability to analyze data and use math to draw conclusions
* Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
* Ability to deal with complex problems and work through them in a logical manner
* Ability to write clear concise e-mails

Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier, more resilient San Diego. If this is your passion as well, this might be the opportunity for you.

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.