



**JOB TITLE:** Human Resources Assistant

**STATUS:** Non-Exempt

**Type:** Full Time

The Human Resources Assistant will provide administrative support to the Human Resources Department. The ideal candidate will be self-motivated, organized, and adaptable. He or she will also be interacting with individuals at all levels of the firm, as well as candidates for open staff positions, and must have excellent phone presence and a strong customer-service orientation. The successful candidate will have high standards for personal performance and be able to prioritize work and meet concrete deadlines. The work will require excellent proofreading skills, strong organizational skills, excellent follow-through, as well as judgment and problem-solving skills. The Human Resources Assistant must maintain the highest level of confidentiality at all times.

**Duties include but are not limited to:**

Human Resources Department Support

- Respond to phone and email inquiries regarding human resources policies and procedures.
- Maintain paper and electronic personnel files.
- Complete employment verifications.
- Performs HRIS data entry and personnel file maintenance.
- Assist with processing payroll.
- Assists with benefits administration.
- Assists with HR projects.
- Maintains confidential personnel files.

Staff Recruiting and Onboarding

- Coordinating staff recruitment process from start to finish including drafting job descriptions, posting and sourcing open positions, scheduling interviews, and drafting offer letters.
- Processing background and reference checks for possible hires.
- Coordinate onboarding process for staff and attorneys.

**Knowledge and Experience:**

- Excellent interpersonal skills and ability to identify and resolve matters based on facts and using sound judgment.
- Strong writing, presentation and analytical skills.
- Proficiency in Microsoft Office, emphasis on Word and Excel

**Education:**

- Bachelor's degree in Human Resources Management, Business Administration or equivalent related work experience.
- PHR preferred.

Please send your resume to Jennifer Stogran at [jstogran@smithlaw.com](mailto:jstogran@smithlaw.com).

*Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*