



## **POSITION DESCRIPTION**

**CLEARFIELD, INC.**

**POSITION TITLE:** Human Resource Assistant

### **POSITION OBJECTIVE:**

The HR Assistant is responsible for a wide variety of HR outputs that directly impact business initiatives. The HR Assistant will maintain and improve processes, projects, and best practices.

### **Duties/Responsibilities include but are not limited to:**

- Full life-cycle recruitment processes, creation and updating of job descriptions, posting requisitions, scheduling, confirming interviews and screenings.
- Onboarding processes, prepare materials, correspondences, administer background verification process, enter new hires into HR systems, help facilitate new hiring orientation.
- Project work related to functional excellence and organizational growth.
- Support and respond to employee questions and concerns regarding HR programs and processes.
- Support the planning/managing internal and external events, administer recognition and appreciation opportunities.
- Support and serve as backup for the processing of payroll and all-inclusive processes.
- Leads the analysis of publishing reports and analytics to convert insights from metrics into HR strategies.
- Orders and maintains office supply inventories and stock.
- Provides general administrative support as needed.

### **POSITION QUALIFICATIONS:**

- Bachelor's degree (HR related) or post-secondary education and two years of office management or related experience.
- Strong planning and organizational skills.
- Excellent written and verbal communication skills Ability to work independently, multi-task, and prioritize flexible, adaptable, detail-oriented, and self-motivated customer service and detail-oriented
- Experienced in Microsoft Office Suite
- High attention to details and processes
- Cooperative and collaborative
- High degree of dependability, integrity, and concern for others
- Experience with recruiting and onboarding/training (preferred)
- Knowledge of office management systems and procedures.
- Adaptable – responds effectively to changes in situation or information; ability to influence others and build consensus using good written and verbal communication skills