



Job title	<i>Part -Time Human Resources Assistant (Remote)</i>
Reports to	<i>Founder</i>

Job purpose

The HR Assistant performs professional HR duties for clients of TruckeeHR. This will involve a wide range of support activities from administrative tasks to learning to take on a Junior Consulting role at our organization.

Duties and responsibilities

- Responsible for administrative functions for clients of TruckeeHR to include the following:
 - Employment offer letters
 - Onboarding activities in BambooHR or other HRIS systems
 - Assists with the day-to-day administration of leaves of absence, compensation programs and supporting correspondence, EDD claims, SDI claims
 - Benefit plan administrative help
 - Help with wage surveys
 - Off boarding paperwork
 - Sourcing candidates, setting up interviews, recruitment functions
 - Any other administrative duties as assigned by the Founder

Qualifications

- Bachelor's degree or some college preferred
- Knowledge of HR such as benefits, employee relations, training, policy interpretation
- Knowledge of Federal and California State employment laws (will train on California)
- Solid verbal and written communication skills
- Excellent customer service skills with clients and their employees
- Detail oriented (because I am not) :)
- Effective interpersonal skills and communicate with people at all levels of the organization
- Work autonomously and remain calm under pressure
- Be able to exercise independent judgment, discretion, integrity and tact in all areas of work including matters of a sensitive and/or confidential nature
- Good wifi and work space as this is a remote position

Working conditions

- This position is fully remote with occasional in person meetings with the founder/owner of TruckeeHR so must have a good, quiet workspace

Physical requirements

- Ability to sit for extended periods of time

****To apply for this position please send a resume and cover letter to info@truckeehr.com, please include your weekly availability****