



Shinnecock Indian Nation

Job Description

Position Title:	Human Resources Assistant	Status:	Full time, Non-Exempt
Reports to:	HR Employee Specialist	Salary:	\$18 per hour
Department:	Human Resources	Deadline:	Until Position Is Filled

Primary Function: The HR Assistant is responsible for organizing and coordinating office operations in order to ensure effectiveness and efficiency. They support all functions within the Human Resources Department and maintain employee time sheet records.

Job Duties and Responsibilities:

- Answers phone calls
- Maintains HR Email Account
- Creates staff memos
- Stocks necessary HR forms
- Assists with research
- Assists with HR projects
- Assists with HR events
- Maintains HR calendar
- Requisitions office supplies
- Maintains Office Equipment
- Intakes HR paperwork
- Scans and files documentation
- Coordinates HR mail and shipping
- Coordinates Meetings and Travel
- Maintains Time Sheet files
- Prepares Interview Packets
- Distributes Time Sheets
- Other duties may be assigned

Education /Experience: A bachelor's degree or a minimum three years of experience in human resources, office administration, or a related field.

Job Knowledge: Must have a thorough knowledge and demonstrate the ability to effectively facilitate administrative tasks. Must use effective judgement and maintain confidentiality. Must have a familiarity with cultural values and able to effectively work with a diverse community. Should be proficient in the use of a computer, calculator and related office equipment. Must be able to read, perform research, produce and interpret reports and data. Must have strong organization skills with the ability to prepare and maintain files, documents and records. Must be able to communicate effectively and professionally, both orally and in writing. Must be able to work individually and as part of a team.

Contact with Others:	Requires effective and professional communication and demeanor at all times, with potential employees, current employees and management at all levels, community members and visitors.
Confidential Data:	May receive and have access to confidential data and information. All information must be kept in a locked file in secure area and held at the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.
Mental /Visual /Physical Effort:	Close concentration and attention to detail are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require sitting for extended periods of time. Must be able to lift light packages up to 10 pounds.
Environment:	Noise level is normally moderate.
Supervision Received:	Works under the general guidance of the Human Resources Director. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Human Resources Department. Must be able to perform duties independently and poses the ability to work as part of a team.
Responsibility for Accuracy:	Candidate is expected to practice the highest standard of ethics in the provision of Human Resources Department services. Must provide accurate data and reports as required and/or requested. Must follow Tribal policies as required.
Responsibility for Safety /Equipment:	All work shall be completed in accordance with Health and Safety standards as set forth by the Shinnecock Indian Nation and federal guidelines.