

Our Mission: To improve lives by uniting the caring power of our community.

Career Opportunity

Human Resources Assistant

Posting Date: November 26, 2019

Deadline: December 11, 2019

To apply, please send a cover letter and resume to: careers@unitedwaydm.org.

For more organizational information, please visit www.unitedwaydm.org.

Position Summary:

United Way of Central Iowa (UWCI) is seeking a Human Resources Assistant to support United Way's mission of improving lives by providing administrative support for HR related work and initiatives. This position reports to the HR Director and will work with a variety of staff at all levels to ensure responsive, efficient and effective operations of the organization HR function. Position accountabilities include but not limited to assisting with recruiting, new employee orientation and onboarding, benefits administration, employee payroll and HR file maintenance, training and travel process, compliance measures, special projects and answering employee inquiries and external phone calls as appropriate. This is a great opportunity for someone who is interested in growing and developing knowledge and experience in human resources!

The ideal candidate will have two to three years' experience in an office setting and enjoys serving and supporting others throughout their workday. Proven experience with Microsoft Outlook, Word and Excel is a must along with solid written and verbal communication skills. Being able to build positive relationships, multi-task, staying organized and paying attention to detail will be required to be successful in this role. This position works Monday-Friday during normal business hours.

Why Choose UWCI?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- On-site cafeteria
- Free, newly remodeled on-site fitness center
- Commitment to employee professional development
- Fostering diversity and inclusion culture and initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives
- Convenient central Des Moines location with free parking
- Paid volunteer time off
- Participating in cross-functional teams and organization-wide initiatives and projects
- Tuition Assistance
- Generous paid vacation plan, holidays, a personal holiday and sick time

Essential Accountabilities Include (but not limited to):

- Provides daily administrative support for the organization's human resources function.
- Assists with recruiting activities including creating and posting open positions, screening applicants as received, making initial phone contact with selected applicants for further screening and scheduling interviews for candidates, hiring managers and other selected staff to participate in the interview process.
- Assists with creating, documenting and updating HR administrative processes and procedures to ensure efficient and effective operations.
- Enters new hire information and updates employee changes in the electronic employee payroll system.
- Answers general inquiries from staff including benefit questions, process questions and other HR related information.
- Provides administrative support for the annual benefits renewal, performance assessment process, compensation adjustments processing and other annual initiatives.
- Maintains employee HR files and ensures documentation is in compliance and that employee records are accurate and up to date.
- Assists with special HR projects and includes doing research on best practices and trends in the HR industry.
- Provides verification of employment and other information for external callers as appropriate and applicable.
- Creates reports as requested..
- Reviews and processes monthly benefit statements and billings.
- Assists with preparation and processing for new employee orientations and exiting employees, including notifying applicable staff persons of the new hire or employee termination in a timely manner.
- Helps foster a positive culture and provides back up support to the front desk along with administrative staff.
- Aligns behavior and work with the UWCI Code of Ethics and Organizational Values.

Competencies Required:

- **Customer Oriented:** Ability to serve and interact with others by focusing effort on meeting their needs, concerns, and seeking to build trust.
- **Relationship Building:** Ability to establish and maintain a good rapport and relationships with customers and coworkers.
- **Accurate:** Provides error free work to meet quality objectives.
- **Attention to detail:** Pays meticulous attention to assigned tasks with little or no oversight.
- **Organized:** Ability to be structured and methodical in working skills.
- **Time management:** Ability to effectively use available time for the completion of necessary job tasks.
- **Communication skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Adaptability:** Ability to adapt to changing workplace conditions.
- **Initiative:** Ability to act and take steps to solve or settle an issue or problem within organizational guidelines and using good judgement.
- **Analytical:** Gathers and develops qualitative data to draw meaningful conclusions

Education:

- Bachelor's Degree, preferably in business, human resources or related field.
- Some experience may be considered in lieu of education.

Experience:

- Two to three year' experience in an office environment providing administrative support, preferably in human resources.
- Proven experience in professionally interacting with a variety of individuals from diverse backgrounds and experiences.
- Successfully maintaining confidential documents such as employee files and information.
- Experience with computers and Microsoft Office applications.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, gender identity, citizenship status, military status or any other basis protected by federal, state or local fair employment practices. Individuals from diverse backgrounds and experiences are encouraged to apply.