



JOB DESCRIPTION

JOB TITLE: HR Support Assistant

Status: Part-time

JOB CODE: HRS-0724

Imprints Cares is an early childhood education nonprofit. Our mission is To Nurture Children for Lifelong Success. The Imprints Cares HR Support Assistant is responsible for assisting and supporting the HR and Payroll Coordinator with any human resource related tasks to ensure seamless implementation of systems and processes that cultivate a thoughtful and streamlined experience for all Imprints Cares staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist the HR and Payroll coordinator in various tasks as assigned.
- Employee file management.
- Potential hire/ interview tracking and interview prep.
- Gathering necessary reports for end of month (EOM) reporting purposes.
- Maintain relevant spreadsheets in excel for HR related needs and payroll processing.
- Maintain and update SOPs for various HR and Payroll processes.
- Monitor and maintain HR e-mail account and triage e-mails to appropriate parties as necessary.
- Quarterly Reporting for the Bureau of Labor Statistics.
- Assist other departments as needed.

CORE COMPETENCIES

- Advocate passionately for the mission of Imprints Cares and represent the organization professionally.
- Possess strong written, oral, and interpersonal communication skills to interact courteously and effectively.
- Organized and able to manage time effectively to prioritize tasks and meet deadlines.
- Demonstrates integrity with a strong work ethic and the ability to work independently with minimal supervision.
- Team player but also adept at working independently, meeting job specific expectations and timelines.
- Familiarity with HRIS and/or Payroll software systems.
- Proficient in Microsoft Office (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS

- 2 yrs. associate degree preferred or 2 yrs. experience in related field.
- Proficiency in Microsoft Office (Excel, Outlook, Word).
- Ability to maintain confidentiality and security of sensitive information.

REPORTING RELATIONSHIP The HR Support Assistant will report directly to the HR and Payroll Coordinator, with a secondary reporting obligation to the Director of Operations.