

Human Resources Assistant

An Oakland, CA-based professional consulting firm seeks an energetic, skilled part-time Human Resources (HR) assistant to support the HR Department at its corporate headquarters. Initially, the HR support is needed for three days a week. If you have a positive attitude, are good at multi-tasking, and can manage your time well, this fast-paced job is for you. The pay is competitive.

The ideal candidate is motivated and has the following skills:

- Two or more years of HR-related experience and excellent knowledge of HR administration, including time management, document control and filing, and email correspondence.
- Ability to coordinate and schedule applicants for interviews with senior management staff.
- Prepare and maintain all employee personnel folders.
- Prepare, process and maintain new employee hiring packets.
- Enter/upload applicants and candidates' related data into Acumen Intranet.
- Assist HR department with hiring process and other HR-related tasks as assigned by the HR Manager.
- Solid computer skills, Internet savvy, and intermediate to advanced skills with the full Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Ability to handle sensitive and confidential information/documentation.
- Ability to follow directions, work independently, prioritize projects, and meet tight deadlines.
- Strong grammar usage and the ability to write, edit, and proofread business documents, such as letters, resumes, tables, lists, and mailing labels.
- Assist with the employees' health (medical and dental) open enrollment processes.
- Assist with the employees' 401(k) enrollment process.
- Perform applicable research and prepare workers' compensation wall panels.
- Actively maintain the Injury and Illness Prevention Program (IIPP) and serve as the IIPP Administrator.

Desired skills include the following:

- Familiarity with the transportation industry or public transportation in Alameda County
- Web posting and social media experience, knowledge of WordPress a big plus

Minimum Qualifications:

- HR Management Certificate required. Bachelor's degree in HR Management or a closely related field preferred.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)