

Personnel Assistant

SUMMARY:

Compiles and maintains personnel records.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Processes employment applications and assists in other employment activities such as orientation of new employees and explanation of organization employment policies and practices, benefits, and compensation.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Prepares and files reports as might be required by regulation, organization policy, or benefit providers.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)