

FFWPU USA Human Resource Assistant Position Available!

Susan Bouachri

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The Human Resource team is an integral part of the Family Federation for a Heavenly USA mission. It plays a critical support role in nurturing and protecting the organization. Our work includes finding candidates with the best fit to carry out each job, ensures the organization is in compliance with federal and state laws, and helps create the work environment where each employee can thrive.

Job Title: Human Resources Assistant

Job Location: Family Fed HQ NYC

Job Type: Full Time

Job Description:

POSITION SUMMARY: The Human Resources Assistant supports and collaborates with the FFWPU HR and payroll team to accomplish HR related tasks. The HR Assistant is involved with recruiting, hiring and on-boarding new employees. S/he handles administrative tasks such as documenting, filing, and posting information related to hiring and work performance. In addition, the Human Resources Assistant is responsible for benefits management and occasional training meetings. The HR Assistant helps plan and organize annual employee events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide responsive customer service to FFWPU employees
- Administration of group health, dental and life insurance plans, 403(b) retirement plan, COBRA, PFL and FMLA plans; monthly insurance invoice reconciliation
- Work with benefit brokers to resolve claim issues and billing questions
- Using excellent communication skills, establish and maintain effective working relationships with department managers and all other employees
- Responsible for records of personnel transactions such as hires, promotions, transfers, performance reviews and terminations
- Assist with job posting and recruitment efforts, background checks and new employee on-boarding, including utilization of social media
- Consults with and advises managers on a wide variety of sensitive personnel issues (e.g. discipline, hiring, promotions, return to work, etc.)
- Creates and distributes documents as required, often utilizing payroll or other specialized software
- Maintains data by entering and updating employment related dates, changes and other

information

- Compiles reports and maintains spreadsheets
- Assist with employee relations issues as they arise

ESSENTIAL QUALIFICATIONS AND SKILLS:

- BA / BS degree
- Highly proficient with Microsoft Word and Excel; skillful learning new tech skills
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner and skillfully gather and analyze data
- Experienced net-worker
- Skilled in written and verbal communication with employees, HR Management and in group presentations
- Must be organized, accurate, thorough and able to monitor work for quality
- Excellent interpersonal, communication and conflict mediation skills

VALUED, BUT NOT REQUIRED SKILLS:

- Bachelor's degree in Human Resources or related field
- Payroll experience
- Knowledge of pertinent Federal and State codes, policies, regulations and/or basic employment law
- Prior work experience with a non-profit
- Experience in public speaking or training experience

SUPERVISORY RESPONSIBILITIES:

- Summer intern

TO APPLY

- Fill out application an online application [here](#).
- Email your resume and cover letter to Susan Bouachri at [hr@ unification.org](mailto:hr@unification.org).