

Job #0113 | HR Assistant/Intern (Part-Time) | Flower Mound, TX

The **Human Resources Assistant** is responsible for generalist duties reporting to the HR Director. The Assistant will be a 'people person' with the energy and willingness to engage and motivate the employees, culture and atmosphere thru our initiatives and positive attitude.

Job Responsibilities:

- Maintain accuracy of, and update employee personnel files in accordance with company policies and government regulations
- Enter data into Human Resources databases to keep employee records current
- Compose competent memos to employees to effectively communicate policy and procedural changes
- Review resumes and submits into HR database; schedules interviews, tracks applicant statuses, records applicant flow logs in line with standard company procedures
- Assists in the performance development process in tracking and monitoring reviews and progress of development objectives.
- Review, evaluate, administer and track training programs thru our training portal
- May assist in the development of new training programs
- May assist in benefit administration including open enrollment.
- Prepares statistical data and reports findings for various HR initiatives
- Assist in special projects as needed
- File documents and answer phone calls

Qualifications (min. educational and experience qualifications):

- Must be junior or senior currently enrolled in a 4-year college or master program with a preferred course of study in Human Resources Management.
- Knowledge of Microsoft Word, Excel, and PowerPoint
- Some knowledge of U.S. Labor Laws: FLSA, OSHA, FMLA preferred
- Must have exceptional oral, written and interactive communication skills
- Skilled in effective research tactics and good organization
- Ability to maintain high standards of confidentiality
- Ability to convey a positive and professional image to internal and external customers Acts as a role model within and outside the Company
- Excellent attention to detail
- Maintains positive and respectful attitude
- Promotes change with a positive team building spirit
- Communicates regularly with manager about Department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Meets Department productivity standards

Key Competencies:

- Customer Service Excellence
- Effective and Efficient Work Practices
- Team Involvement and Participation
- Basic Influencing & Relationship Building