



Civitan is hiring immediately for a Human Resources Assistant.

Civitan is a non-profit organization committed to leading Arizona in the provision of unmatched, innovative, accessible, and affordable services for children and adults with intellectual and developmental disabilities. Our corporate office is based in Phoenix, Arizona.

JOB TITLE: Human Resource Assistant

DEPARTMENT: Human Resources

REPORTS TO: HR Manager

FLSA STATUS: Non -Exempt

Job Summary:

The Human Resource Assistant will assist with the day-to-day tasks to ensure efficient operations of the human resources department by providing support in a wide range of HR activities including general administrative duties, onboarding, hiring process, employee database management, standard policies, and employee liaison.

Duties/Responsibilities:

- Responsible for checking the HR e-mail inbox/HR voice mail box by either responding to inquiries or delegate task to the HR Manager or appropriate person(s) within the organization.
- Extend employment offers, gathers pre-employment documents, assist candidate through screening process, and completes on-boarding process of new employees.
- Maintains records and continued tracking of candidates throughout hiring process in multiple systems which include company HRIS system, screening platform, new hire orientation and training.
- Entering, updating, and maintaining accurate employee information as it relates to employment data and status changes
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee reward and recognition events and special celebrations.
- Performs and supports in other HR related administrative tasks as assigned or apparent.

Required Skills/Abilities:

- Knowledge of general business administrative as normally obtained through 1-2 years of college level business courses or obtain through relevant experience
- Excellent interpersonal skills with the ability to manage sensitive and confidential information with tact, professionalism, and diplomacy.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail as it relates to data entry processes.



- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.
- This position full-time and reports to on-site location

Education and Experience:

- High school diploma, GED, or equivalent
- Associates degree in related field preferred.
- Prior office experience preferred or experience in an administrative role.

Job Type: Full-time, Monday through Friday, 8 hour day

Pay: \$14.00 - \$15.50 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Submit Application or Resume to Jobs@campcivitan.org

We are an equal opportunity employer. Civitan is a drug-free agency.