



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

HR Assistant

The Human Resources Assistant is responsible for tasks associated with recruitment, on-boarding and new hire orientations. Additional responsibilities include assisting with payroll and assistance with a variety of other administrative tasks.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

HR Assistant Duties and Responsibilities:

1. Maintain employee files and information by entering and updating employment & status change data.
2. Assist with the hiring process, including submitting job postings on-line, checking references, sending follow-up emails and schedule interviews.
3. Coordinate logistics for new hire orientations.
4. Welcome new employee to the organization by conducting orientations.
5. Provide administrative support by entering, scanning, updating and printing information: organizing work.
6. Assist with updating and maintaining Paylocity.
7. Crosstrain preparation of Payroll.
8. Maintain quality service by following organization standards.
9. Other duties as assigned.

HR Assistant Qualifications: High School diploma or equivalent & related administrative experience. Professional behavior and ability to handle sensitive information w/discretion. Excellent work ethic. Superior time management skills, organizational skills, and the ability to multi-task. Proficiency with Microsoft Office programs along with a working knowledge of computers. Written and verbal communication skills proficiency. Personal vehicle for use on agency business, with proof of insurance. Bicultural, Bilingual, and/or American Sign Language a plus.

Job Status
Full Time

Pay Rate
\$17.34 to \$21.18

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.