

Work days are Monday-Friday approximately 20-25 hours per week with some work hour flexibility.

YMCA employees receive a free Y membership!

General Functions:

Under the direction of the Human Resources Director, the Assistant is responsible for carrying out assigned functions of the department in a professional and confidential manner.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Accurately records EEO data in HRIS, prepares reports and assists Director with annual filings.
- Accurately records leave types and other data in HRIS, prepares reports, records and communicates changes. Assists with processing of leave requests.
- Assists with benefits administration, including claims resolution, change reporting, communicating benefits information to employees and assisting with annual open enrollment.
- Add new hires in training portal(s), prepares and communicates reports, inactivates terminations.
- Advertise employment opportunities to reach a diverse pool of internal and external candidates; monitors applications and makes communications.
- Attends job fairs and keeps abreast of recruiting strategies.
- Approves employee recognition communications and makes other communications in HRIS.
- Responds to requests for employment and income verifications.
- Assists staff with online registrations and resolves any registration/login issues
- Files records in personnel and other files.
- Orders name tags, mails documents and processes other office tasks.
- Obtains insurance certificates, forwards and maintains insurance files.
- Attends required meetings, completes required training and responds to inquiries in a timely manner.
- Identifies and responds to child abuse according to YMCA Youth Protection Plan
- All other duties as assigned.

Qualifications:

- Strong attention to detail and ability to multi-task.
- Good organizational skills.
- Must be computer literate; must be able to navigate websites, compose/respond to emails and take online trainings. Must have a working knowledge of Microsoft Office Suite.
- Must be able to strictly maintain confidential information.
- Must maintain professional demeanor at all times by acting as a role model for staff.

Education and Experience:

- Associates degrees in Business or related field; or minimum of 2 years experience working in a Human Resources function in lieu of degree.
- Prior experience in an office setting handling confidential information.

The Y is an equal opportunity employer

Interested applicants should apply on Indeed

<https://www.indeed.com/jobs?q=human%20resources&l=Auburn%2C%20NY&vjk=4072b4b94b5850f4>