



JOB DESCRIPTION

Job Title: Human Resources Assistant
Location: Houston, TX
Status: Non-Exempt
Schedule: Monday thru Friday, 8:00am-5:00pm
Department: First Financial Capital Corporation

General Job Duties:

The Human Resources Assistant will support the Human Resources & Payroll team and perform administrative duties related to HR & payroll processes. The position will work in a dynamic and fast paced environment requiring a high level of professionalism, confidentiality, a strong work ethic, and excellent computer skills. The position will work with various HRIS systems including ADP and Ultipro to support payroll & payroll processing, benefits administration, onboarding and offboarding colleagues, creating and maintaining reports (i.e. worker's compensation, OSHA 300 logs & EEOC) as well as providing administrative support to the HR team. The position will collaborate with the Human Resources team to identify and improve processes, as well as supporting Diversity, Equity and Inclusion policies and programs.

Qualifications:

- High School Diploma or GED required
- 2 years of experience in Human Resources and/or payroll
- 2 years of administrative assistant experience
- Excellent PC skills, knowledge of MS Word, MS Excel, Powerpoint and Outlook
- Ability to multi-task and prioritize assignments
- Ability to be flexible and handle difficult situations

Preferred Qualifications:

- Bachelor's Degree in Human Resources Management or related field preferred
- Experience with payroll processing
- Knowledge of ADP and ULTIPTRO systems
- Knowledge of insurance or employee benefits industry highly preferred
- Strong desire to work in Human Resources as a career

**Will substitute college degree for experience requirements.*

EQUAL OPPORTUNITY EMPLOYER