



POSITION SUMMARY OVERVIEW

The HR Assistant will perform HR generalist activities and assist the growing HR department in day-to-day operations. This person will initially provide support to the department by onboarding new hires and conducting audits on employee files for our new locations in Merced and Stanislaus.

ABOUT US

GLOM is a non-profit community organization, providing mental health services to men and women who have come from backgrounds of mental/behavioral illnesses, incarceration, homelessness, or substance abuse. Our primary goal is to transform the lives of individuals by providing bridges to cross life's barricades and obstacles, while opening doors for possibilities.

ROLES AND RESPONSIBILITIES

- Perform orientations, onboarding, and update new hire records
- Coordinate and assist with employee exits, including voluntary and involuntary separations
- Conduct HR audits to ensure HR records are accurate and up to date
- Support the HR Manager with educating employees on company policies
- Assist with recruiting such as tracking job openings, posting ads, sourcing candidates, and pre-employment processing (required documents, background checks, reference checks, etc.)
- Schedule meetings, interviews, and HR events
- Respond to routine inquiries by employees via telephone and email, in a timely manner
- Prepare and submit unemployment or worker's compensation paperwork
- Assist with employee benefits, maintaining the benefits portal, and annual open enrollment events
- Maintain confidentiality of all employee records and other sensitive information
- Stay abreast of current and new employment laws
- Provide general administrative support, including filing, and making copies of employee files
- Track and collect required documents, and follow-up on outstanding documents as needed
- Assist with misc. HR projects and initiatives as assigned

PREFERRED EXPERIENCE

- Degree or certificate in HR or related field
- Tracking benefit plans including health care, retirement, Workers Comp etc.
- Knowledge of local, state, and federal employment laws

MINIMUM QUALIFICATIONS

- BS/BA in Business Administration or relevant field. Additional education in Human Resource Management will be a plus
- At least 2 years of HR experience, or any similar combination of education and experience
- Recruitment experience, including strategic planning, sourcing, reviewing incoming resumes against position requirements, conducting phone screenings, coordinating interviews, preparing recruiting reports, negotiating offers, conducting reference checks, and drafting offer letters
- Experience preparing and submitting unemployment and worker's compensation claims
- Ability to work independently and be self-motivated, in an often-ambiguous environment
- Excellent interpersonal skills with the ability to effectively work with individuals and groups
- Ability to travel and work primarily in an office environment
- MS Office Suite proficiency: Word, Excel, PowerPoint, Outlook
- Highly organized and detail oriented, with the ability to work effectively in a fast-paced environment
- Maintain strict confidentiality and appropriately work with sensitive information/documents
- Ability to pass a background check prior to hire and authorized to work in the U.S.
- Strong written and verbal communication skills, with superior levels of professionalism

Job Type: Full-time

Pay: \$21.00 - \$23.00 per hour

Work Location:

- Two Locations:
 - Livermore (HQ): Initial training period
 - Merced/Stanslaus County region: After training period

Benefits:

- Medical, Dental, Vision Insurance
- Life Insurance
- Employee Assistance Program
- Vacation
- Holidays

For immediate positions, please contact Human Resources at 925-999-4119 ext. 528