



500 E. Carson Plaza Dr., Suite 127
Carson, California 90746
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www.hpcemployment.org

Job Opening: *Energetic Human Resource Assistant I and II*

Location: Carson, CA

Hours: Full Time, M-F 8A-5P

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.

Human Resource Assistant I

Pay: \$13-\$15/Hour

Requirements: High School Diploma or its equivalent with a minimum of two (2) years experience of successful full time employment in a clerical field, Working knowledge of Microsoft based computer programs (i.e. Excel, Word, Access, Powerpoint, Publisher), Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

The position: The overall responsibility of the Human Resource Assistant I are to provide overall support to the Human Resource team in all areas of Human Resources including: pulling/assessing resumes, assisting directly with routine inquiries, conducting interviews, calling applicants to schedule appointments, administering computer testing and other assignments given by the Human Resource Supervisor and other Administration Supervisors. **The ideal application** will provide **evidence** of (1) superior customer service abilities through answering incoming telephone calls, screening calls, and referring to proper manager for handling, (2) assisting directly with routine inquiries regarding applications and the applying process, (3) conducting initial telephone interviews, in person interviews, calling and scheduling appointments/interviews/site tours and screening the applicants according to their qualifications and experience, (4) pulling/assessing resumes and conducting internet research to locate resumes of potential applicants, (5) tracking all applicants/resumes being processed, (6) maintaining departmental and personnel files, resource referrals, and file documentation, (7) administering computer, supplemental and interest tests as deemed necessary, (8) explaining the organization's employment policies and refer qualified applicants to the employing official, (9) requesting references from present or past employers of applicants, (10) placing advertisements with various vendors and posting job openings via internet, (11) assisting with the coordination of new applicant and hire processing, (12) assisting the Human Resource Department with outreach services and/or presentations, (13) assisting with Project/Regional/Local Project Recruitment and Placement, (14) performing detailed reference checking and/or reference and analysis on selected candidates and reviews results with hiring manager and (15) maintaining and revising a list of eligible candidates.

Human Resource Assistant II

Pay: \$15-\$17/Hour

Requirements: Bachelors Degree with one to two (1-2) years work experience in the HR field or a High School Diploma with three to four (3-4) years work experience in the HR field, Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

The position: Reports directly to the Human Resource Supervisor and provide support and assist in the areas of: benefits, attendance, recordkeeping, research and any questions pertaining to current employees and assists with Human Resource Administration and handles independent projects as assigned. **The ideal applicant** will provide **evidence** of (1) inventory tracking through ordering and organizing the distribution of employee uniforms (badges, vest, etc.), (2) shadowing and maintaining notes on final interviews and conducting initial in person interviews as needed, (3) ensuring all aspects of compliance, procedures, and required documents are completed, filed, organized and dispersed as directed, (4) ensures compliance in relation to the Company's policies, (5) developing job postings, job descriptions and job offer letters prior to the hiring of new applicants, (6) facilitating new hire orientations, developing and training logistics and recordkeeping, (7) maintaining performance management, improvement tracking systems, employee welfare and wellness and health reporting, (8) creating and maintaining job roster reports for open/available positions, (9) shadowing disciplinary actions with the HR Supervisor, (10) processing of confidential forms such as: EEO1, WOTC, I-9 and W-4, (11) coordinating and maintaining work schedules and timesheets for CRC and GSA employees, (12) tracking employee leaves and worker compensation questions and claims and (13) ensuring the implementation of services, policies and programs through HR staff.