
Job Opening: Energetic Human Resource Assistant II, Residential Re-entry Center

Location: Las Vegas, NV **Pay:** \$15-\$17/Hour; Minimum 2 year project **Hours:** Full Time, M-F 8A-5P

Benefits: 401K; Direct Deposit; Medical; Dental; Vision

Minimum Requirements: Bachelors Degree with one to two (1-2) years work experience in the HR field or a High School Diploma with a minimum of 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; security check.

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.

The position: Reports directly to the Human Resource Supervisor and provides support and assists 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.

To apply: Please submit your resume and an employment application to the Human Resources Department at resume@hpcemployment.org or fax to (310) 756-1562. An application can be obtained from our website at www.hpcemployment.org. Please call (310) 756-1560 to confirm the fax was received.