
Opening: *Energetic Human Resource Representative*

Location: Carson, CA

Pay: \$17-\$20/Hour

Hours: Full Time

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

Requirements: BA Degree with a minimum of three (3) years experience in the Human Resource field, Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and 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: The Human Resource Representative reports directly to the HR Supervisor and Contract Specialist in staffing for General Service Agency contracts and acts as a liaison for General Service Agency employees. **The ideal applicant** will provide **evidence** of (1) plan, coordinate and assist in supervision of a variety of personnel program areas such as recruitment and selection, salary, classification, health benefit management, Worker's compensation, occupational health and safety, Equal Opportunity and Americans with Disabilities Act, (2) writing clear specifications, job announcements, classification and salary reports, examinations, personnel procedures and training materials, (3) knowledge of employment laws, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, (3) posting jobs via internet (i.e. online resources such as: colleges, workforce centers, monster, craigslist, etc.), (4) creating/modifying documents using various programs such as: Microsoft Word, Excel, Access, Powerpoint and Publisher, (5) excellent customer service through acting as a liaison responding to various applicants/customers problems and needs, (6) conducting interviews and employment verifications, (7) coordinating background checks, (8) maintaining electronic and hard copies of employee files, (9) performing general clerical duties to include but not limited to: photocopying, faxing and mailing, (10) recruiting for various open contract positions, (9) conducting new hire orientations and (10) assisting in other special projects, to include but not limited to investigations, coordinating company events and other various assignments given by the HR Supervisor. **The ideal applicant** will demonstrate superior abilities and skills in (1) managing one's own time, (2) being honest and ethical, (3) a willingness to take on responsibilities and challenges, (4) accepting criticism and dealing calmly and effectively with high stress situations, (5) being open to change (positive or negative) and to considerable variety in the workplace, (6) being reliable, responsible, and dependable, and fulfilling obligations, (7) being careful about details and thorough in completing tasks, and (8) giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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.