



JOB POSTING

PERFORMING ARTS FORT WORTH, INC. (PAFW)

Job Title: Human Resources Assistant
Reports To: Human Resources Representative
Status: Full-Time, Nonexempt
Date: August 2019

Performing Arts Fort Worth, Inc. is an Equal Opportunity Employer and conducts its recruiting and selection process to identify the best possible match for each open position.

Primary Function:

Provides daily administrative support to the Human Resources Representative and assists with recruiting functions, including responding to applicants and scheduling interviews. Assists with new hire orientation, and compiles, files and updates employee records. Responsible for completing Verification of Enrollment (VOE) requests, Texas Workforce Commission responses, and responding to other general HR correspondence and requests for information. Monitors and replaces labor law postings as updates become available. Assists with planning staff meetings and training sessions. Helps assure the overall organization and smooth operation of the Human Resources Department in its mission to attract, hire and retain PAFW employees and assists with maintaining a safe and productive environment for all staff.

Education, Skills, & Experience Required:

College degree required, with emphasis in Human Resources preferred, and a minimum of three years' Human Resource management experience or equivalent combination of education and experience. Must be able to work autonomously and remain calm under pressure. Effective organizational skills and the ability to manage multiple facets of human resource responsibilities are required.

Excellent listening skills, professional communication skills, both oral and written, and keen attention to detail are essential. Must have strong interpersonal, organizational and customer service skills, and the ability to interact with all PAFW departments and levels of leadership. The successful candidate must operate successfully in a dynamic team environment and have the ability to work well with a variety of personalities. Independent judgment is required to plan, prioritize and execute a diversified workload. Must maintain employee confidence and keep all Human Resource information strictly confidential.

Proficient with Microsoft Office, Word, Excel, Outlook, and PowerPoint.

Bilingual (English / Spanish) is a plus. Must have the ability to work a flexible schedule including some evenings and weekends as needed.

Position Responsibilities

Key activities include but are not limited to:

- Assists with hiring process, including job postings, and scheduling interviews.
- Ensures all new hire paperwork and new employee files are accurate and complete.
- Ensures background checks are ordered for potential new hires.
- Prepares and assembles interview and new hire packets; makes sure all forms are updated and included.
- Ensures onboarding of new employees is smooth by planning and coordinating office space and equipment, preparing security badges, ordering name badges, etc.
- Provides support to Human Resources (HR) Representative for orientation of new employees.
- Compiles and updates employee records and ensures all employee files are accurate and complete.
- Ensures all positions have updated job descriptions on a regular basis.
- Assists with coordinating HR projects, including staff meetings and other employee events.
- Assists with regular training for employees for general needs such as harassment and diversity training; coordinates specific training as needed by department.
- Coordinates and oversees office adds/moves/changes.
- Maintains all employee bulletin boards with current labor laws and other important and/or necessary employee information.
- Supports HR Representative with employee terminations by ensuring all checklist items are accomplished.
- At the direction of the HR Representative and in coordination with Department Directors, ensures employee status change reports are completed and submitted to the Finance Department in a timely manner.
- Coordinates with Finance staff to ensure inactive employees are removed from payroll system.
- Assists HR Representative with various research projects and/or special projects.
- Responds to HR information requests, including various employee statistics as needed for grant writing and other projects.
- Supports HR Representative by implementing and tracking various programs including ticket giveaways, awards and other employee recognition.
- Assists with daily operations of the HR Department.
- Provides general clerical and administrative support to HR Representative.
- Assists with other departmental projects as needed.

Please Note: This job description is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Standing, Walking, Sitting, Stooping or Crouching, Kneeling, Reaching. Clear Speech, hearing/listening.
2. Sedentary Work; Employee required to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently to lift, push, pull, or otherwise move objects.
3. Clarity of vision with the ability to prepare materials for presentations.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job. Usual office conditions with regular work hours that may include evenings and weekends. Exposure to computer screens.

Machines, Tools, Equipment and Work Aids: This may be representative but not all inclusive of those commonly associated with this position. Computer, printer, ten key calculator, copier, fax, postage meter, telephone and office break room/kitchen equipment.

If you are interested and meet the qualifications as noted in this job posting, submit your letter of interest and current resume.

Email: careers@basshall.com

Mail: Human Resources, Performing Arts Fort Worth, 330 East 4th Street, Fort Worth TX 76102

This job will be posted until filled.

Please note: No phone calls will be accepted or returned.