



## **Human Resources Assistant**

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### **ROLE PURPOSE**

Responsible for assisting in the day-to-day human resource and administration activities including but not limited to hiring, employee relations, terminations, and performance management.

### **ROLE BACKGROUND**

Team:	Administration
Reports To:	Sr. Human Resources Director
Minimum Previous Experience:	2-4 year experience in Administration with emphasis in Human Resources
Education:	College degree preferred in Human Resources but not required
Previous Logical Role(s):	Transfer, Outside Hire
Role Location:	M&I's Caledonia Office
Working Hours:	Non-Exempt, part time

### **Human Resources Duties and Responsibilities**

- Assist in the follow through on all items that need immediate attention (employee concerns, employee discipline, office/planner assistance, management follow through, office maintenance issues, etc.)
- Complete employment verifications forms and loan requests received (with help from Accounting)
- Maintain all personnel records
- Follow and process necessary paperwork for State and Federal HR laws and compliances related to employment for employees and contractors/freelancers
- Report and record employees address changes
- Manage the "kudos process" for M&I including saving, printing and filing the kudos for employees
- Coordinate the 90 day and annual review process for employees
- Assist in updating M&I Employee Policy and Procedures Manual (on intranet) to all employees and all Meetings & Incentives policies and procedures in conjunction with all functions of this position is necessary to maintain work ethic and environment and carryout policies relating to all phases of personnel activity, update M&I Employee Policy and Procedures Manual to all employees
- Stay current on employment laws by means of articles & attending necessary seminars
- Serve as a neutral contact between management and employees to deal with employee issues, company policies and the overall work environment
- Research, recommend and implement new procedures and policies that add value and align with the company's strategic direction
- Assist in the hiring and termination processes including, but not limited to, posting for vacant positions, interviewing applicants, orientation schedule for new employees, and completing appropriate employment/termination and benefit information
- Complete necessary internal employee transfer paperwork



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### **Administration Essential Duties and Responsibilities**

- Assist in organizing company outings/after office hours or during office hour functions
- Coordinate any relocation of any internal employee move (desk, phone, files, etc.), items also to include movers, office equipment, office signage, etc.
- Maintain M&I Check program and Meetings & Incentives
- Assist in the administering company benefits program including health, dental, vision, life insurance, STD, LTD and answer staff questions
- Provide backup to Sr. Office Coordinator relative to answering in-bound telephone calls
- Other duties as assigned

### **Position Summary:**

- Assist in the interpretation and development of company policies, assist in the daily office and personnel operations, provide answers and guidance for employees HR related questions
- Exceptional interpersonal, organizational and communication skills
- Process required paperwork according to established procedures for new employees/hires, training, reviews and separation processes, transfers, terminations, salary increases and leaves of absences, create new employee files, memorandums, background checks, letters and proposals
- Assist with various projects and programs within the company
- Counsel employees concerning work-related problems
- Maintain records and support the EEO and Affirmative Action reporting requirements, federal and state wage and hour regulations
- Provide as needed, internal employee communications regarding compensation, benefits or company policies, etc.
- Skill in presentations to groups and in explaining policies and procedures to employees and management
- Plan and prioritize work
- Assist in the recruitment for exempt and nonexempt positions, interns and temporary employees; write and place advertisements, on-campus visits/college relations, screen resumes, phone screen candidates, check references, generate offer letters, conduct new-employee orientations
- Use Microsoft software packages, access data base, fax machine, copy machine, and telephone system

**Working Conditions:** Normal-working conditions, teamwork environment.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*