



**PART- TIME
HUMAN RESOURCES ASSOCIATE**

DATE: April 24th, 2024
POSITION: *PART- TIME Human Resources Associate*
LOCATION: ALANA GRACE INN
HOURS: *Part- Time (Hours may vary; 20 hrs/ wk)*

RESPONSIBILITIES:

- 1) *Meet with new hires to complete paperwork; coordinate appointments and interviews for candidates*
- 2) *Provide background check information for prospective candidates.*
- 3) *Handle routine inquiries on employment verifications, benefits, and job openings.*
- 4) *Administer enrollments/terminations for medical, dental, vision, and insurance benefits.*
- 5) *Verify and authorize payment for insurance bills.*
- 6) *Maintain benefits materials and employment records.*
- 7) *Use of HRIS & creation of data reports*
- 8) *Maintain compliance posters and bulletin boards.*
- 9) *Conduct interviews and assess candidates for employment.*
- 10) *Prepare advertisements, process reference checks, and distribute staff announcements.*

REPORTS TO: CHRO

SKILLS REQUIRED:

The ideal candidate for this HR role should possess expertise in handling a wide range of HR responsibilities, including new hire paperwork, background checks, benefits administration, and employee record maintenance. They should also have experience coordinating interviews, conducting candidate assessments, and managing staff announcements.

The candidate must demonstrate excellent communication skills for responding to inquiries, updating HRIS programs, creating data reports and ensuring compliance with company policies and legal regulations. Strong administrative skills are essential for maintaining compliance with company policies, updating HRIS programs, and handling various HR tasks efficiently.

Moreover, the candidate should exhibit compassion and empathy in their interactions. Experience in responding to employment verification requests and handling employee benefit enrollments, changes, and terminations is also important.

Please fax/email/mail resume w/ cover letter/salary requirements and why we should call you for an interview. Fax 516-486-8105, email to careers@the-inn.org. The INN, 211 Fulton Avenue, Hempstead, NY 11550. An EOE



**PART- TIME
HUMAN RESOURCES ASSOCIATE
Hempstead NY**

This is your chance to Join an Organization Making a Difference.

Full-Time (Hours may vary; Mon – Fri. 20 HRS/ WK).

The Interfaith Nutrition Network, Inc. (The INN) is a 501C3 not-for-profit organization located in Hempstead, NY that has been addressing hunger and homelessness on Long Island for over 40 years. We currently have an opportunity for a Human Resources Associate to join our dynamic team.

The INN seeks a skilled, experienced Human Resources Associate with experience and professional skills to provide Human Resource support to the Administrative Office, Alana Grace INN.

The ideal candidate should excel in various tasks like new hire paperwork, benefits administration, and record maintenance. They must coordinate interviews, manage announcements, and ensure compliance with policies and regulations. Strong communication and administrative skills are vital, along with compassion and empathy in interactions. Experience with employment verification and employee benefits is a plus.

Candidate must possess excellent verbal and written skills and strong administrative skills to provide support using administrative skills for efficient HR task handling, HRIS use and data reporting. Human Resource and Administration experience is required. Candidate must have one year certificate from a college or technical school or equivalent combination of education and experience.

We offer a competitive salary and benefits package. If you have the passion and skills to succeed in this highly visible position, please submit your resume and salary requirements as described below.

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