

Position: **Human Resources**

Pay Scale: **\$16/hr. - \$20/hr. (depending on qualifications)**

Location: **Mandaree Public School District #36**

Responsibilities

- The human resources department is the one responsible for the hiring of new employees, getting their background check and drug testing.
- They will work closely with the Superintendent and Business Manager, but will be under the direct supervisor of the Superintendent.
- They can hire employees by searching for good resumes online or they can take references from current employees
- They have to conduct interviews of the potential candidates and select the best ones
- They have to discuss the salaries and benefits with them and inform them about their joining date
- They have to handle all the internal issues in the office and sort them out
- This department is like a bridge between the employees and the management and whatever communication that takes place between them goes through human resources
- If any employee is found to be breaking the rules in the company, they are given a warning letter from human resources
- If the poor behavior continues, the human resources department will terminate that employee
- They keep a close watch on all the leaves the employees take and have to ensure that they do not exceed their sanctioned number
- Along with solving disputes the employees have with the company, they also solve the disputes the employee have amongst themselves
- They solve all salary related issues
- They have to increase employee retention
- They have to bring about positive changes in the organization
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Other duties and responsibilities may be assigned as needed

Requirements

- Bachelor's Degree in Public Administration or Business Management
- Must follow the district's Drug and Alcohol Policy
- Must complete and sign a Provisional Hiring Statement

- Proven experience as an HR assistant, staff assistant or relevant human resources/administrative position
- PC literacy (MS Office, in particular)
- Basic knowledge of labor laws
- Excellent organizational skills
- Strong communications skills
- Must be able to lift 30 pounds as needed for supplies, mail pick up, ect.