



## HR Assistant

REAL Journey Academies (RJA) is a non-profit charter school management organization designed to significantly increase college entrance and graduation rates for underserved students in the Inland Empire. We aim to impact and revitalize communities through the development of education and other supportive partnerships.

### Job Purpose:

Under the direct supervision of the HR Director, the HR Assistant will assist in all areas of Human Resources and Central Office. The team member in this role will have the opportunity to learn the multiple areas of HR.

### Essential Duties and Responsibilities:

#### Employee Relations

- Assist team members and management with the interpretation and correct application of company policies, procedures, programs and practices, while exercising the highest degree of confidentiality and professionalism.
- Provide assistance and guidance to managers with discipline concerns
- Assist with investigations
- Ensure managers are adhering to our internal policies and procedures

#### Compliance

- Conduct periodic audits of employee files, benefits, time off, etc.
- Follow up with schools/employees concerning missing documents
- Gather data and produce reports

#### Hiring/Exiting Process

- Prepare new hire packets
- Meet with new hires to collect new hire paperwork
- Process paperwork for new hires
- Download background results
- Process exiting employees

#### Payroll

- Process payroll changes as directed by respective HR Representative
- Complete and maintain payroll change log
- Enter new employees into payroll system

#### Benefits

- Process new enrollments and terminations
- Process invoices for Medical, Dental, Vision, FSA, etc.

#### Office work

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.



## **HR Assistant**

- Answer office phones, order office supplies, schedule meetings
- Clerical duties- composing letters, filing, copying
- Assist with HR events and employee perks
- Other responsibilities, as assigned

### **Desired Skills and Traits**

- Regular attendance, dependability and punctuality in conformance with the standards is essential to the successful performance of this position.
- Must be flexible and team-oriented
- Must have excellent management and organizational skills and a positive attitude
- Great customer service skills
- Ability to multi-task
- Excellent writing skills
- Bilingual in Spanish preferred

### **Additionally, experience in the following areas is helpful:**

- Administrative experience preferred
- Knowledge in Gmail applications

### **Minimum Requirements:**

- BA or BS degree
- 1-2 years of HR experience desired
- Intermediate knowledge of MS Word, Excel, and Outlook

### **Physical demands:**

- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects
- Occasional frequent standing, walking, sitting, bending, stooping and reaching for extended periods of time
- Frequent computer work including but not limited to typing

### **Compensation & Benefits:**

- This is an outstanding opportunity for a highly motivated HR Assistant to assume a fundamental role in an innovative school environment.
- REAL Journey Academies offers its employees a competitive salary, commensurate with experience. We pride ourselves in offering a competitive benefits package that covers full benefits (medical, dental, vision, and life) as well as voluntary benefits, paid time off, and a 403b Savings Plan

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