



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Human Resources Assistant	Posting Date: 6/7/2019
Position Reports to: Director of Human Resources	Employment Category: Non-Exempt/ Full-Time
Department: Human Resources	Closing Date: 6/14/2019

Position Summary

The Human Resources Assistant provides administrative support to the Human Resources Department. This role is responsible for all record-keeping, file maintenance, and data entry.

Essential Duties and Responsibilities:

- Responsible for all HR filing such as personnel records, benefits, workers' comp, general welfare, recruitment, and I9's.
- Prepares all new hire packets, leave packets, benefits packets, and termination packets.
- Creates and maintains employee personnel files; ensures information in personnel records is accurate and current by thorough filing and auditing of files.
- Supports the onboarding process for new hires, drafts offer letters, and ensures completion of new hire paperwork.
- Oversees the maintenance of all record keeping including personnel, benefits, and workers' compensation records.
- Maintains records of all check requests made to vendors.
- Answers phones and HR related inquiries.
- Provide employees with information regarding company policies, job responsibilities, and other information as requested.
- Creates personnel action forms and ensures proper approvals through DocuSign.
- Administrates surveys and summarizes results as needed.
- Checking and sorting of department mail.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Electronic filing of CA driver's license and training certificates into the HRIS system.
- Creates Tribal Member and Employee Badges as needed.
- Ensures all internal tracking systems stay current and up to date.
- Assist with coordinating employee events and annual health fair.
- Special projects as needed.
- Other duties as assigned.

Education, Experience, Qualifications and Skills

- High School diploma or GED.
- 2 years of experience in Human Resources required.
- Data entry and/or HRIS experience required.

- MS Word experience required—Word, Excel, and PowerPoint.
- Strong filing experience a must.
- Strong attention to detail and a high level of accuracy in a fast-paced environment is essential.
- Knowledge of HIPPA compliance preferred.
- Ability to establish professional rapport with employees, managers, and Tribal Members and foster positive and harmonious working relationships.
- Understanding of the need to maintain confidentiality and act with diplomacy when working with employee data, tribal member information, employee compensation information or any other confidential information or materials.
- Ability to work well under pressure and perform multiple tasks simultaneously with frequent interruptions; effective time management skills, excellent organizational skills, and the ability to establish and maintain priorities and meet deadlines.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to P.O. Box 365, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.