



Medical Billing Technologies, Inc.
Job Description

Job Title:	Human Resource Assistant
Job Family:	Administrative
Position Status:	Full Time
FLSA Status:	Non-Exempt
Dept/Division:	Human Resource
Supervisor's Title:	HR Manager

SUMMARY

Under the direction of the HR Manager, ensures the appropriate management of personnel issues, including Time and Attendance (Payroll), Personnel Records, Employee Benefits, Employee Health Issues, Worker's Comp, Safety, and other duties as assigned.

DUTIES AND RESPONSIBILITIES

The following is intended to provide the essential job functions for this position:

- Assists with creation, organization and implementation of HR policies and procedures.
- Processes payroll, requests for vacation, sick and personal time off.
- Stays current on recent federal, state, and case law changes and monitors labor law.
- Designs personnel forms and maintains personnel records of all departments.
- Participates in recruitment effort for all exempt and nonexempt personnel; conducts new employee orientations, employee relations and exit interviewing.
- Assists with training staff in company culture/values and crucial conversations, personal mastery, job maturity, and customer service.
- Performs research and contributes in writing job descriptions.
- Ensures benefit plans are administered within plan guidelines and are in compliance with changing laws and regulations.
- Assists with the enrollment of employees in benefit programs during the annual enrollment period. Identifies improvements in enrollment process and suggests necessary changes.
- Accountable for processing new employee information and assisting with coordination of new hire training with respective manager.
- Assists in the modification of existing or development of new benefits and programs.
- Maintains confidentiality and discretion in use of information related to employees, managers and company operations without exception.

COMPETENCIES:

For an individual to do this job successfully, an individual should demonstrate the following competencies to perform essential functions.

- Analytical - synthesizes complex or diverse information

- Initiative – must be a self-starter to meet department/company goals
 - Exhibits excellent verbal skills and professional image with applicants and staff, providing a positive first impression of MBT and HR department.
 - Performs all tasks in a timely and accurate manner. Makes sure to meet specified deadlines.
 - Leadership - lead by example as well as inspire and motivate others
 - Judgment – displays willingness to make decisions, exhibits sound and accurate judgment.
 - Intermediate to advanced skills in word processing, presentation and spreadsheet tools. Graphics and newsletter experience is a plus.
 - Superb English usage in spelling, grammar, punctuation and vocabulary.
 - Planning and organizational skills – prioritizes and plans work activities
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Education and Experience:

A bachelor's degree (preferably in HR) and experience in Human Resources OR a minimum of four (4) years of experience in the HR field.

PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) a big plus.

Appropriate combination of education and experience.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

FORWARD RESUME, COVER LETTER PLUS SALARY HISTORY TO:

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