**Human Resources Assistant**

**Lawrence, MA**

The Human Resources Assistant will assist the department in carrying out various human resources programs and procedures for all company employees. Responsibilities include but are not limited to: maintaining Human Resource Information System records and compiling reports from database; coordination of the document control process for all company new hires; Assisting with carrying out various human resources programs and procedures; answer general inquiries from employees; help employees with access to different Human Resources Systems; interfacing with management, cross functional organizations, and internal/external customers; and provided standard office support.

**Qualifications/Requirements:**

* Bachelor’s degree in Human Resources from a four-year college or university
* Previous experience in HR or a related field
* Strong written, verbal, and interpersonal communication skills
* Proficiency in Microsoft Office (especially Word and Excel) with the aptitude to learn new software and systems
* Excellent time management skills, ability to organize and coordinate multiple projects at once
* Must be able to meet deadlines in a fast-paced quickly changing environment
* Strong attention to detail
* Ability to work as a team player
* Ability to manage confidential information

**Benefits:**

* Health, Dental & Vision
* 3 weeks paid vacation
* Paid holidays
* 401k retirement plan with match (after 1 year of employment)
* Life insurance
* Voluntary short and long-term disability
* Dependent care savings account
* Longevity bonus annually

**Compensation:**

* $32,000 - $35,000/year