**Human Resources Administrative Assistant**

**PROGRESSION OF SUPERVISORS: Human Resources Supervisor, Director of People Culture and Collaboration, CEO, President, Vice President**

**JOB SUMMARY: The Human Resources Administrative Assistant will perform a broad range of administrative tasks within the human resources department, including but not limited to maintaining accurate employee records, processing paperwork for new hires and terminations, updating internal databases, accurately processing insurance bills for payment, handling employee inquiries, accurately tracking leaves of absence and recruiting candidates. This position provides day-to-day operational support for the HR department that helps us uphold our company values while supporting Four Star Greenhouse’s Mission Statement in all job-related functions.**

**ESSENTIAL FUNCTIONS:**

1. **Provide the HR support and resources each individual needs to be a successful employee.**
2. **Recruit and facilitate the hiring of qualified job applicants for open positions. Conduct or acquire background checks and employee eligibility verifications.**
3. **Complete onboarding processes to result in new employees being properly entered into all databases.**
4. **Continually organize and update hard and soft copies of employee records.**
5. **Participate in the development of HR objectives and systems, including metrics, queries, and standard reports to support company requirements and improvements.**
6. **Suggest new procedures and policies to continually improve the efficiency of the HR department and organization as a whole and to improve the employees’ experience.**
7. **Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.**
8. **Perform routine tasks required to administer and execute HR programs including but not limited to compensation, benefits, and leave. Perform research and compile reports as assigned with a high degree of accuracy after training.**
9. **Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices and update as needed to maintain compliance.**
10. **Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations.**

**FOUR STAR VALUES:**

**Row Together**

* + **Serve each other with dignity and professionalism, so everyone feels included, valued, and supported in an environment of mutual trust and respect.**
  + **Build trust and loyalty through responsible actions and honest relationships with a strong commitment to teamwork and collaboration.**
  + **Create and maintain an environment in which we all are empowered and enabled to achieve our high standards and expectations while having fun.**
  + **Set aside egos and personal goals for the good of the team.**
  + **Communicate with each other in the most personable and inclusive way possible.**

**Do The Right Thing**

* + **Make ethical, transparent, and well-intentioned decisions, even when no one is watching or the consequences are costly, focusing on what’s best for our company, customers, and each other.**
  + **Fulfill the needs of current generations without compromising the needs of future generations through sustainable actions and processes.**
  + **Be fair, sincere, open, and tactfully honest.**
  + **Make decisions that drive value so we will continue to financially thrive together.**

**Look Around Corners**

* + **Take calculated risks, simplify processes, embrace, and approach new ideas with the question, “how can we?”.**
  + **Work smarter not harder, constantly seeking improvements that keep Four Star at the forefront of the industry.**
  + **Welcome change and adapt to achieve long term sustained success.**

**Embrace Challenges**

* + **Anticipate and attack challenges to meet goals and to honor commitments which may include collaborating through healthy differences of opinion.**
  + **Recognize mistakes as learning experiences. Openly discuss mistakes with a commitment to constant personal improvement and give positive encouragement to others to keep trying.**
  + **Own your responsibilities and be genuinely accountable for your decisions, actions, and results.**

**Live Long & Prosper**

* + **Create and maintain a safe and healthy facility.**
  + **Identify, openly discuss, and fix issues that pose risks to the safety and health of all employees and visitors.**
  + **Seek harmony between personal and professional time.**

**Reach For The Stars**

* + **Take pride in producing the highest quality products and services that exceed our customers’ expectations.**
  + **Meet the mission of being “Easy, Successful & Inspiring” for all interactions with customers and each other.**
  + **Make decisions based on data driven insights blended with intuition, then openly share the reasons for those decisions.**

**ESSENTIAL SKILLS:**

1. **Demonstrate the ability to communicate effectively to all employees, customers, vendors and as a speaker.**
2. **Demonstrate the ability to earn and maintain the trust of employees.**
3. **Demonstrate more than a basic knowledge of computers and applications including Word, PowerPoint, Outlook, & Excel. Demonstrate the ability to quickly learn and adapt to new computer systems, company specific computer programs and other new technology.**
4. **Demonstrate a high level of accuracy for all completed work.**
5. **Demonstrate the ability to analyze work processes and incorporate that analysis into the finished product by anticipating needs and proactively addressing concerns.**

**ESSENTIAL WORK HABITS:**

1. **Present a consistent level of professionalism when interacting with employees and customers.**
2. **Set a positive example for employee morale and professionalism.**
3. **Adjust work schedule as needed to meet deadlines.**
4. **Demonstrate the ability to establish priorities, work independently, and accomplish objectives with minimal supervision after training.**
5. **Be a leader within the organization and ensure that the behavior and work ethic that are displayed are contagious and create a positive work environment.**
6. **Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.**
7. **Demonstrate the ability to maintain a positive and cooperative attitude with all fellow employees and across all departments. Promote positive morale by working effectively as a team member across departments.**
8. **Report employee disciplinary issues, as well as any other issues that may have legal implications for the Company to leadership without delay.**

**QUALIFICATIONS:**

1. **Minimum 1 year experience with Microsoft Office.**
2. **Prior experience with Excel spreadsheets required.**
3. **HR or Administrative education or prior experience.**
4. **Familiarity or education with HR data/analytics preferred.**
5. **Prior professional experience utilizing communication via phone and email.**

**PHYSICAL ASPECTS:**

1. **Large percentage of time sitting at a desk utilizing a computer and telephone.**
2. **Employee will be exposed to the sun &/or high intensity lights.**
3. **Fair percentage of time standing and walking.**