

City of Peru

Job Description

Job Title: HUMAN RESOURCES ASSISTANT

Reports to: Director of Human Resources

Department: Human Resources

JOB SUMMARY: Provides administrative support to the Human Resources Department and Mayor's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

HUMAN RESOURCES DEPARTMENT

- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Conducts or assists with new hire orientation.
- Maintain the integrity and confidentiality of human resource files and records.
- Prepares files for new employees.
- Records injury reports for workers compensation carrier and HR accident log.
- Prepares and maintains job descriptions.
- Assists with recruiting and preparing necessary job postings.
- Prepares correspondence.
- Assists with placing information on employee portal of website.
- Assists with preparation and distribution of employee communications.
- Assists with benefit administration, including but not limited to health & dental insurance, multiple life insurance plans, vision insurance, and pension benefits.
- Assists with the planning and execution of Health & Wellness projects and events.

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Job Title: Human Resources Assistant

MAYOR'S OFFICE

- Prepares a variety of correspondence.
- Maintain file system.
- Assists with projects and special events as directed by the Mayor.

REQUIREMENTS:

- Associates degree in related field.
- Two years or equivalent clerical experience.
- Proficient in Microsoft Office 365, specifically Word, Excel, and Publisher with the ability to learn other programs and software.
- Strong communication skills, both oral and written
- Strong interpersonal skills.
- Detail oriented and strong organizational skills.
- Ability to prioritize workload.
- Ability to maintain confidentiality.

The above duties reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all of the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.