



Job Position: Human Resources Assistant	Status: Full-Time/Non-Exempt
Division: Human Resources	Salary: Based on Experience
Posting Date: March 1, 2019	Closing Date: March 15, 2019

Job Description

Summary

The Human Resources Assistant will provide administrative support for the day to day operations of human resources functions and duties. The HR Assistant carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training, benefits, compensation, organizational development and employment.

Essential Duties and Responsibilities include the following:

- Coordinate recruiting and staffing activities for the organization and it's entities
- Maintain performance management and improvement tracking systems
- Facilitate employee orientation
- Enter new hire information in the human resources system database
- Assist in employee relations
- Responsible for internal communications with employees.
- Maintain employee safety, welfare, wellness, and health reporting
- Ensure that Human Resources files and records are maintained in accordance with legal requirements and company policies and procedures
- Assist with the day to day efficient operation of the HR office
- Participate in meetings, as assigned
- Other duties as assigned

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- synthesizes complex or diverse information;
- designs work flows and procedures;
- gathers and analyzes information skillfully;
- works well in group problem solving situations;
- shares expertise with others;
- Communicate in an efficient and effective manner;
- demonstrates group presentation skills;
- develops workable implementation plans;
- looks for ways to improve and promote quality;
- create a conducive work environment

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic understanding of office procedures required
- Understanding of HR reporting and recordkeeping requirements
- Ability to work in an organized manner
- Ability to be accurate and attentive to detail
- Possess excellent communication skills; written and verbal skills required
- Strong typing and computer application skills; Microsoft Word, Excel and Outlook required
- Ability to assist and support others
- Self motivated and able to work independently

Education/Experience

- Must have a high school diploma or GED, some college preferred.
- Minimum of 5 years clerical experience required.

Computer Skills:

To perform this job successfully, an individual must have knowledge of Word Processing software; Spreadsheet software; Internet software and Human Resource systems.

Equipment, Machinery, Tools and Material Utilization:

Requires the ability to use, operate and/or handle equipment such as computer, copier, calculator or telephone. This is not an inclusive list.

Certificates and Licenses

No certifications or licenses required.

Supervisory Responsibilities

This job has no supervisory responsibilities

Work Environment

Frequent keyboarding required, using hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus. May spend up to 8 hours per day sitting and may have occasional movement throughout the facility. Occasional use of the telephone.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the

minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351

kdorsey@tunica.org

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.