

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Human Resources Assistant Director	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>N/A</u>
<b>Location:</b> 302 Research Drive, Norcross, Georgia 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> Human Resources	<b>Part Time</b> _____	<b>Exempt</b> <u>X</u>
<b>Reports To:</b> Director	<b>Intern</b> _____	<b>Nonexempt</b> _____

### POSITION SUMMARY:

Serves as an assistant to the HR Director in administering employment policies and procedures governing the Southern Union Conference office. The Assistant is required to provide broad professional and technical assistance in all areas of Human Resources with special emphasis on employee benefits.

### SCOPE OF RESPONSIBILITY:

- Assist in the employment hiring process: recruitment, screening, orientation, job posting, reference checks, etc.
- Maintain up-to-date personnel files, benefit files, and other relevant employment documents.
- Maintain I-9 files in compliance with federal regulations.
- Process Workers' Compensation claims.
- Prepare and maintain switchboard schedule.
- Process new and current health care enrollment forms according to established policy. Verify accuracy of completed forms and eligibility of employees and dependents.
- Update and maintain the Human Resources website.
- Provide a support, resources and instruction for employees in matters of employment policies and best practices.
- Coordinate the implementation and monitoring of the annual job description update for each employee.
- Assist in updating employee working policies.
- Maintain a working knowledge of state and federal employment regulations.
- Coordinate annual open enrollment meeting between AFLAC representative and employee's.
- Manage employee badge and key distribution.
- Assist employees with AD&D, supplemental life, and retirement changes.
- Maintain current labor law posters.
- Perform other work-related tasks and assumes additional responsibilities as may be assigned by the director.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in personnel/human resource administration or related business field.
- A minimum of three years of full-time denominational employment.
- Must have working knowledge of human resource practices/procedures.
- A minimum of three years' experience in Human Resources.
- Have Human Resources certification or willingness to pursue professional certification in HR.

**KNOWLEDGE AND SKILL:**

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours