



JOB POSTING
Human Resources Administrative Assistant
Administrative and Support Services
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: Under the direct supervision of the Human Resources Manager, the Administrative Assistant is responsible for supporting the multiple functional areas within human resources by providing administrative tasks and services to support effective and efficient operations.

Responsibilities:

- Provide clerical and administrative support to the human resources department. Coordinate human resources projects, meetings, training, surveys; process documentation and prepare reports relating to personnel activities (e.g. recruitment, benefits, training, grievances, and performance evaluations).
- Support the Human Resources Manager to communicate benefit programs to staff. Process required documentation to ensure accurate record keeping and proper deductions.
- Perform routine recruiting, selection and employment processes (e.g. writing/editing job descriptions, advertising, preparing screening criteria, scheduling interviews)
- Participate in the development of new system enhancements to the current HRIS platform. Develop and maintain reports related to human resources functions by leveraging technology solutions to meet the needs of human resources and users of human resources information systems throughout the organization. Process new employee set up and inputs and maintain HRIS records.
- Maintain accurate and up-to-date human resource files, records, and documentation. Make recommendations for record maintenance personnel files. Perform routine audits to ensure compliance with governing regulations.
- Other duties as assigned.

Qualifications:

Knowledge, Skills, and Abilities

- A demonstrated understanding of the functional areas of human resources including benefits administration, employee/labor relations, recruiting and staffing, training and development, and performance management
- Familiarity with application of relevant federal and state laws and regulations including FLSA, ACA, ADA, EEO, HIPAA, Section 125, and ERISA
- Experience with web-based HRIS applications; experience with Paylocity, a plus
- Ability to prioritize, meet deadlines, and process transactions accurately
- Demonstrated organizational skills, with the ability to be flexible and to multi-task to achieve objectives in a timely fashion
- Must have a congenial disposition and be able to remain calm under pressure
- Ability to communicate effectively in both verbal and written forms with good presentation/facilitation skills
- Ability to work collaboratively and communicate effectively at all levels within the organization
- Excellent analytical, problem-solving, planning, and project management skills
- High level of attention to detail
- Ability to self-motivate and work-autonomously within a fast-paced and changing environment
- An exceptional level of integrity with the ability to handle sensitive, confidential information in a professional manner

- Proficient knowledge of Microsoft Word, Excel, PowerPoint, and Outlook is required; familiarity with SharePoint preferred

Education and Experience: A bachelor's degree in human resources, business management, or related discipline is required. Candidates must have least one (1) year of human resources support experience in a professional services environment. Prior experience working with a non-profit organization is a plus.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place **"HR Assistant"** in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls, please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.