



## COME JOIN OUR TEAM!

Insta Graphic Systems is looking for a Human Resources Assistant (part-time) to join our team. Under supervision, this role will assist the Human Resources Manager in performing a variety of generalist human resources activities.

Please send us your resume and cover letter to: [hr@instagraph.com](mailto:hr@instagraph.com)

### What you'll do:

- Assists Human Resources Manager with the recruitment process; activities include but are not limited to assisting with drafting and posting job openings, screening candidates for qualifications and fit, scheduling interviews, facilitating pre-employment skills testing, completing reference checks.
- Supports employee on boarding and off boarding processes.
- Creates and maintains employee files and correspondence.
- Maintains, updates and assembles recruitment and benefit information such as brochures new employee packets and information about the organization, its opportunities and its benefits.
- Assists with organizing, filing, and maintaining record keeping systems.
- Researches and prepares drafts of materials relating to a variety of human resources topics.
- Assists with auditing payroll timecards, and prepares weekly 401K reports.
- Conducts file audits for completion and compliance.
- Assists Human Resources Manager in administer company benefits, including enrollments, changes and terminations.
- Assists with coordinating Safety meetings.
- Participates in special projects as assigned.
- Other duties as needed.

### Who you are:

**Education:** Certification in Human Resources Management or AA Degree in HR preferred.

**Experience:** Applicants should have prior work experience, human resources experience a plus. Some prior office: clerical or administrative work experience helpful.

### KSAs:

- Strong written and oral communication skills.
- Proficiency in Microsoft Office, specifically Word, Excel & PowerPoint.
- Self motivated and self discipline.

- Strong analytical and research skills.
- Ability to handle confidential information carefully and professionally.
- Experience with ADP Workforce Now preferred.
- Bilingual Spanish a plus.

**Personal Characteristics:**

- Effective communication, interpersonal and team working skills.
- Quick learner and drive for continuous improvement.
- Customer focus and willingness to help other team members.
- Attention to details.

**Other:**

- Physical and Environmental Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms, stoop and kneel. The employee must occasionally lift and/or move up to 25 pounds.
- Work environment includes front-office and manufacturing. The noise level in the work environment is usually moderate.

**What we offer:**

- Competitive salary
- Training
- Opportunities for growth and advancement
- Supportive culture

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required.

Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V