

STL PARTNERSHIP

Human Resources Assistant

THE ORGANIZATION

Our mission is to accelerate business creation, global connectivity and equitable employment opportunities in St. Louis City and County.

The St. Louis Economic Development Partnership regional efforts in business development, business finance, entrepreneurial support, and international trade services.

The St. Louis Economic Development Partnership (SLEDP) provides a broad range of services to boost innovation and entrepreneurship, to support business retention and expansion, to enhance the region's global relevance, and to revitalize communities.

The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency throughout St. Louis City and County.

Accredited Economic Development Organization



St. Louis City/County Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

The Human Resources Assistant is responsible for administrative support for the HR department. Duties include (but are not limited to): reviewing and processing confidential information and documents; interpretation of policies and procedures; data entry; processing time and attendance for payroll; actively looking for ways to help SLEDP team members; and assists with all benefit functions.

JOB FUNCTIONS

- Provide administrative support to the Human Resources department and other STL Partnership executives as needed; assists with scheduling of meetings, appointments, event planning functions, seminars, business networking events, interviews, etc.
- Serve as an additional liaison for SLEDP staff, while providing outstanding customer service to all employees. Always actively looking for ways to help SLEDP team members.
- Develop and maintain a complex and confidential HR filing systems (electronically and hard copy), including benefits and other confidential matters. This also includes developing and maintaining electronic forms for the HR department.

- Process, verify, and maintain personnel related documentation including: addresses, staffing, recruitment, training, employee relation issues, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants, as needed.
- Help in administering employee benefit programs and worker's compensation plans, as needed.
- Answer questions regarding benefits and other pertinent information.
- Provide information to employees regarding retirement plans and assists in the support of the day to day activities and administration of the plan.
- Responsible for making sure the employees are notified of their eligibility for the retirement plans.
- Assist with ensuring that the company complies with federal laws concerning the retirement plans.
- Manage the employee parking at SLEDP by adding and terminating new employees in the parking system.
- Maintain all employee benefit databases to aid in the processing of benefit invoices.
- Process all benefit invoices that are submitted to SLEDP.
- Prepare and set up for new employee orientations, as well as process hiring-related paperwork.
- Prepare and maintain personnel records for each employee, ensuring consistency in all company records.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Search employee files to obtain information for authorized persons and organizations, such as credit bureaus, finance companies, legal requests, etc.
- Compile and prepare reports and documents pertaining to personnel activities.
- Arrange for advertising or posting of job vacancies.
- Review HRIS system for compliance and accuracy in employee time and attendance and employee benefits.
- Assist with budget preparation, including revenue and expenditure plans, and the explanation of actual-to-budget variances. Processes contracts, purchase orders, vendor invoices, petty cash requests, and related collection responsibilities.
- Ensure compliance with processes when purchasing products, supplies, or services, or entering into agreements. Prepare and handle expense reports and other designated support activities.
- Participate as a member of selection committees for new and existing vendors (relevant to the HR department).
- Assist the HR department in organizational-wide administrative duties such as, cleaning the breakroom daily, collecting the mail, ordering supplies, etc.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional qualifications for this position include:

Education: Associates degree (Bachelor's preferred) in Human Resources, Business Administration, or another related field

Experience:

1. 2-5 years of progressively more responsible related work experience, including assisting human resource professionals.
2. Experience collaborating with multiple stakeholders in/outside of organization.

Knowledge of:

3. Human resources practices and laws.
4. Principles and practices of benefits administration.
5. Advanced computer word processing, presentation. and spreadsheet/database management applications (i.e. Microsoft Word/PowerPoint/Access/Excel applications).
6. Modern administrative and clerical procedures such as filing and records management systems, business terminology and equipment.
7. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
8. Ability to communicate effectively.

Ability to:

1. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. Communicate effectively with managers, co-workers, businesspersons, and the public, both orally and in writing, and maintain effective working relationships therewith.
3. Type at least 50 words per minute.
4. Manage multiple tasks and work independently within tight deadlines.
5. Think and act independently and problem-solve creatively within a range of established guidelines.
6. Perform and accomplish requirements of the job using appropriate general office equipment and software.
7. Use advanced computer word processing, presentation. and spreadsheet/database management applications (i.e. Microsoft Word/PowerPoint/Access/Excel applications).
8. Use and set up equipment needed for presentations (i.e., projector, laptop computer, etc.).
9. Present self in a professional manner and appearance.
10. Comprehend and make inferences from written materials.
11. Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
12. Attend to details, calculate numerical formulas, and verify accuracy of amounts.
13. Perform light to moderate physical work; perform such activities as grasping, lifting, reaching, crouching and repetitive tasks.
14. Assist with front desk relief duty as defined.

WORKING CONDITIONS: The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee's central functions are conducted in a climate-controlled office.

INTERPERSONAL CHARACTERISTICS: A strong passion for economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: stlpartnership.com

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.