



The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

Part-time Human Resources Assistant Wanted

We are looking for a professional, enthusiastic and organized individual to join our team as a Human resources Assistant. This person should be approachable, customer focused, detail-oriented, and a proactive problem-solver. Primary responsibilities of this part-time position will include:

- *Recruitment activities such as responding to applicant inquiries, scanning applications, preparing screening worksheets, scheduling of interviews, maintaining applicant records, files and spreadsheets for Affirmative Action reporting.

- *Ongoing hiring, onboarding and exit activities such as preparing offer letters and new hire packets, preparation of orientation packets, personnel files, exit letters, termination activities, etc.

- *Maintain employee personnel files and record retention and entering personnel information into personnel software system.

- *Process employee information updates, wage increases, benefit changes, etc. via payroll change forms bi-weekly.

- *Create and maintain tracking systems to ensure compliance with all state and federal laws and HR activities.

- *Assist Human Resources Director in preparing training materials, writing of policies and procedures for the department, employee wellness activities, and other special projects as assigned.

Starting wage is \$16.85 per hour and includes part-time benefits, potential for full-time

Qualifications

- *Two (2) year degree with administrative or human resources focus and two (2) years' experience OR five (5) years' human resources experience.

- *Knowledge and proficiency in employment laws, OSHA guidelines, HIPPA and data privacy and generalist human resource activities.

- *Ability to work well in a team setting as well as individually, with very little supervision.

- *Advanced skill level in Microsoft Office products and general office equipment.

- *Maintain a high degree of accuracy and confidentiality in work performed.

- *Excellent written and verbal communication skills.

- *Ability to prioritize tasks and manage time effectively.

To apply:

Applications can be submitted online through our website: www.tricap.org OR you can contact us for application materials by phone: 320-251-1612 or email: hr@tricap.org or in person at our offices.

Deadline for receiving applications is Friday, May 26.