



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Human Resources Assistant**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Director of Human Resources**
EEO Code: **5**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Human Resources Assistant** supports the Agency's mission by performing administrative tasks and services to support effective and efficient operations of the organization's Human Resources department.

Essential Duties and Responsibilities:

- Provides clerical support to the HR department.
- Maintains accurate and up-to-date digital and physical employee file management.
- Maintains the integrity and confidentiality of human resources files and records.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.;
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Specific Knowledge, Skills, Abilities:

- Knowledge of human resources practices
- Comfortable working with diverse populations
- Excellent computer skills in Word, Excel, databases, etc.
- Ability to be self-motivated.
- Excellent organizational and attention to detail skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent verbal and written communication skills.
- Strict adherence to and respect for confidentiality
- Commitment to the Mission, Vision and Values of SVDP

Education, Qualifications, Certifications, Trainings, Licenses:

- Associate's Degree in relevant field preferred
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted

- Successfully pass required pre-employment background and drug screening
- Valid Driver's License

Reporting to this position: None

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

In the Subject line, please insert "Human Resources Assistant"

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.