

Renaissance Alliance Insurance Services, LLC

Job Title: Assistant, Human Resources

Reports To: Director, Human Resources

Summary

Performs generalist Human Resource administration and support to the Director, Human Resources, executes recruitment activities to ensure timely screening and scheduling of new hire interviews, and supports Renaissance Alliance Insurance Services, LLC Management Team in Human Resource related activities.

Essential Duties and Responsibilities

HR Administration

- Answering employee questions
- Creating and distributing documents
- Providing customer service to organizations employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining Human Resource management software by entering and updating data
- Setting appointments and arranging meetings
- Compiling reports and preparing spreadsheets as required

Recruitment

- Participating in recruitment efforts
- Posting internal and external job ads and processing applications
- Screening resumes, performing phone interviews, and scheduling in-person interviews with candidates
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Ensuring background and reference checks are completed

New Hires Process

- Creating new employee files
- Overseeing the completion of compensation and benefit documentation
- Administering new employee on-boarding process (benefits enrollment, employment tax information, setting up a designated log-ins, workstation, email address, etc.)
- Serving as a point person for all new employee questions

Record Maintenance

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintains records related to grievances, performance reviews, and disciplinary actions

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- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exist interviews
- Compiling timely reports on employment activity

Supervisory Responsibility

None

Position Type/Expected Hours

This is a full-time position within our Wellesley, MA office.

Required Education and Experience

- Bachelor's degree and two plus years related experience in the Human Resources and/or an equivalent combination of education and experience.
- High level of organizational ability and attention to detail.
- Ability to manage multiple priorities and complete tasks and assignments in the required timeframes.
- Excellent customer service, written and oral communication skills.
- Possess a high level of motivation to achieve necessary involvement within a team.
- Previous experience with Excel, Microsoft Word, and Outlook preferred.

Competencies

Business acumen; communication skills; consultation; critical evaluation and crucial conversations; ethical; relationship management; conflict resolution; cultural awareness; leadership skills; emotional intelligence; confidentiality.