

Position: Human Resources Assistant

FLSA Status: Nonexempt

Reports to: Accounting Manager/Human Resources Manager

Salary Range:

Job Summary:

In order to make life sound better for our customers, the Human Resources Assistant will interact with every aspect of our business with discretion, confidentiality and professionalism.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Engages with employees and management to communicate various HR and Business Support policies, procedures and standards.
- Maintain employment records and abide by record retention policies.
- Demonstrates critical thinking skills.
- Performs administrative work supporting Human Resources and Business Support operations such as service provider payables, supply ordering, employee training program and compliance checks.
- Demonstrates an ability to be flexible, organized and function well under pressure.
- Work with new hire orientations and paperwork processing.

Required Skills/Abilities:

- Support the mission, vision and values of DD Audio serving as a role model within the company.
- Exhibit positive customer service behavior in everyday interactions.
- Handle difficult situations in a discreet and professional manner.
- Communicates accurately and appropriately.
- Self-accountability for professional practice.
- Ability to meet deadlines and manage multiple projects simultaneously.

Education and Experience:

- High School diploma or equivalent preferred
- 1 to 2 years of experience preferred
- Strong attention to detail and excellent communication skills.
- Knowledge of Google Suite products is a plus.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state and local standards
- Ability to maintain regular, punctual attendance consistent with ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 20 pounds.
- Must have a valid driver's license and clean driving record.