



Position: Human Resources Associate

Program/Department: Human Resources

Reports to: Deputy Chief Operating Officer

Work Location: 285 Schermerhorn Street

Hours: Full Time

Position Summary:

Provide HR service to BCS staff; process applicant background screenings; provide initial onboarding to new staff; maintain personnel files; post job openings; and provide back-up coverage for the HR payroll related work.

Responsibilities:

- Provide timely and responsive customer service to BCS staff.
- Process background screening compliance requirements for employees, interns, and volunteers.
- Meet with new employees and provide initial onboarding.
- Maintain and update personnel files; ensure materials are complete.
- Gather HR and personnel documents for audits throughout the year.
- Serve as a back-up to HR Generalist for the bi-weekly payroll including entering new staff and adding employee changes to HR/Payroll database; processing staff time and attendance accruals; and interfacing with the Payroll Bookkeeper.
- Post job openings on online job boards.
- Assist with exit interviews and the off-boarding process.
- Assist with agency-wide HR initiatives including staff wellness and staff recognition.
- Perform other duties as needed.

Qualifications

AA degree required; BA degree candidates are welcome to apply. Two years of related experience required. Excellent interpersonal skills and strong commitment to customer service. Excellent computer skills including Word, Excel, PowerPoint, and Outlook. Previous experience processing background screenings and maintaining personnel files desirable. Strong attention to detail and accuracy, and excellent organizational skills. Ability to work independently, as well as working as part of a team. Ability to be flexible such as working on changing work assignments and priorities as needed. Interest in learning and contributing to a growing human resources department.

Contact:

Email cover letter and resume to:

Maryclare Scerbo, Deputy Chief Operating Officer

mserbo@wearebcs.org

In subject line write: HR Associate