

Human Resource Associate
Milestone Church
Keller, Texas

Employment Type: Full-Time
30 hours per week

Synopsis of Role

This position will utilize HR principles and practices while performing HR duties that support the day-to-day functions of the HR Department.

Principal Responsibilities

- Assist with benefits administration including enrollment, changes, and terminations
- Update policies and procedures as needed
- Ensure compliance with employment laws, revised government forms, mandatory postings, maintain Worker's Compensation log, etc.
- Administer on-boarding and exit meetings with employees
- Maintain employee files
- Assist with annual open enrollment fair
- Ability to provide effective and timely communication
- Provide assistance with annual performance evaluations and other processes
- Maintain updated job descriptions for staff members

Competencies Critical to this Position

- Highly self-motivated and willing to take on new tasks
- Proficient in MS Work, MS Excel, and HR Information Systems
- Passion to serve others with excellence
- High level of integrity, professionalism, and dependability

Education/Certification Requirements

- Associates or bachelor degree in Business Administration
- HR Assistant Certification
- 2-3 years HR Assistant experience preferably within a church setting
- A combination of education and experience will be considered

Key Performance Measurements

- Maintain timely communication with HR Manager and other departments
- Perform daily HR duties in a timely manner
- Efficient at on-boarding and off-boarding procedures
- Successful at personnel resolution

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive list of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: Melissa Canas, HR/Payroll Manager.

Milestone Church offers comprehensive benefit packages which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however only those who qualify for an interview will be contacted.