



## **Job Posting: Human Resources Administrative Assistant**

### Company Description

Intelli-Heart Services is an innovative medical device company looking for dedicated individuals to join our growing team! We are looking for a motivated professional to join our Administrative Team as a Human Resources Assistant. This is a great opportunity for someone looking for an entry-level position, looking to gain experience with general administrative and accounting tasks. This is an Entry-Level position with the opportunity for quick growth within a growing company. We are willing to train the right individual with the right attitude!

### General Job Duties

In this role, you will support the administrative department and be responsible for the daily oversight of a wide spectrum of HR needs. Serving as the HR resource for our employees, you will provide support, guidance, and resolution in employee relations matters, employee benefits, basic performance issues, payroll, and policy matters. General job duties include:

- Handling incoming calls from clients, vendors, and facilities
- Filing bi-monthly payroll
- Overseeing payroll practices
- Filing new hire paperwork
- New Employee Training
- Assisting with the recruiting and hiring of new employees to fit the needs of a growing company
- Maintaining employee personnel files
- Assisting with monthly, quarterly, and yearly audits
- Working both autonomously as well as in a team environment
- Supporting management with any tasks or projects at hand

### Qualifications

- BA/BS from accredited University
- Knowledge of Microsoft Office (especially Word, Excel, and Access)
- Demonstrates a positive attitude
- Highly attentive to detail
- Well organized
- Demonstrates a self-driven attitude
- Elevated writing and communication skills
- Trouble shooting and critical thinking skills
- Able to multi-task in a fast paced environment under minimal supervision

If you are interested in applying to this position, please send your resume to [hpeckos@intelli-heart.com](mailto:hpeckos@intelli-heart.com). For more information about our company, please visit our website at [www.intelli-heart.com](http://www.intelli-heart.com).