



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

Human Resources Assistant – Part Time

An Equal Opportunity Employer

Job Description Summary:

The Human Resources Department is seeking qualified applicants for the position of Human Resources Assistant. This position will serve as an assistant to the Director of Human Resources, providing assistance in the areas of recruitment, employee orientation, policies and procedures, and employee relations.

Essential Job Duties:

- Ensures employee files are maintained and in compliance with federal, state, and local laws.
- Assist with onboarding new employees.
- Processes all new hire and employee changes in BS & A HR system.
- Supports recruiting functions including coordinating interviews and scheduling background checks, and new hire medical exams.
- Reconciles benefits statements.
- Communicate with third party administrator for worker's compensation, FMLA and STD Leaves.
- Coordinates Workman's Compensation claims.
- Supports HR programming and special projects.
- Participates in organizing and attending Job Fairs and college visits when necessary.
- Other duties as assigned.

Education and Experience:

- Associates degree in Human Resources or related field.
- 2-4 years Human Resources experience preferred.
- 1 year of payroll processing experience preferred.
- Must be fluent in basic Microsoft, and able to learn BS & A system.

Job Type: Part Time – 20 hours per week.

Salary: - \$13-15 per hour.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email resumes to HR@hamtramckcity.com, position open until filled.