



JOB DESCRIPTION

Title: Human Resources Assistant
Organization: Asian American Recovery Services, Inc.
Department: Human Resources
Location: South San Francisco
Report to: Human Resources Generalist
Classification: Regular, Part-Time (8 hours/week on Friday), Non-exempt
Salary: \$15 per hour

Description: AARS, Inc. is an innovative substance abuse prevention and treatment agency serving Asian/Pacific Islander communities in the San Francisco, San Mateo and Santa Clara counties. The Human Resources Assistant provides administrative support in the Human Resources Department.

Essential Duties and Responsibilities: (other duties may be assigned)

- Create and maintain confidential employee files to ensure all required documents are in place.
- Maintain HRIS database including, but not limited to, data entry and report generation.
- Prepare new hire orientation and exit interview packets.
- Prepare staff badges and order business cards.
- Assist in job posting.
- Assist in auditing and reviewing HR files/documents.
- Assist in the preparation and distribution of employee announcements, reports, and other communications; frequently confidential in nature.
- Provide administrative support to the Human Resource Department including, but not limited to, opening mail, filing, faxing, copying, and maintaining inventory of forms etc.
- Assist with special projects as needed.

Minimum Qualifications:

- College student, majoring in Human Resources preferred.
- Minimum one year working experience in administration; work experience in human resources a plus.
- Computer and Internet literacy; specifically with MS office applications and knowledge of Access and HRIS a plus.
- Detail-oriented, enthusiastic, self-directed, and well-organized individual with ability to multi-task.
- Ability to maintain confidentiality at all times.
- Good verbal and written communication skills.

Application Deadline:

Position will remain open until filled.

Please send resume and letter of interest to:

AARS, Inc.,
Attn. Human Resources Department

1115 Mission Road
South San Francisco, CA 94080
FAX to (650) 589-4667

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.

AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.