

Overlake Christian Church

Job Description

Job Title: Human Resource Generalist
Department: Operations – Human Resources
Reports To: Director of Operations
Supervised By: Director of Operations
FLSA Status: Non-exempt
Prepared Date: May 15, 2021

SUMMARY

Provide support to the Operations Team in the area of Human Resource support. Relieving Director of Operations of various support and onboarding processes and daily HR functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for onboarding of new employees

Maintaining employee files with all documentation

Tracking of paid time off and communication to team leads

Payroll processing – employee maintenance, new hires, timekeeping downloading, manual adjustments, manual check processing and proper record keeping maintenance,

Process verbal and written employment verification requests and forms,

Assist in development of forms, policies etc. for department and staff use,

Other tasks and projects as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience - High School Graduate, AA in HR. Requires a minimum of three years administrative assistant experience, payroll processing experience and Human Resource experience.

Abilities - able to function independently, self-directed and motivated. Must be discerning, caring and have a desire to serve the Lord. Ability to work with multiple people, projects etc., multi-tasked individual, systematic, quick, organizational and people skills a must. This person needs to possess the ability to remain calm, peaceful and maintain a professional attitude. Creative and flexible.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer skills - must have proficient computer skills. Knowledge of Outlook, MS Word, Excel. PowerPoint and Publisher preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. This position requires the ability to sit, stand walk, bend, lift, move or various multi-function positions.

WORK ENVIRONMENT

The work environment is a typical office environment. There are times that you will receive interruptions, additional projects when you least expect it, but can be very structured with the right individual. Each position on our staff needs to be an encouragement to those around us in order for the work we are called here to do to be successful.