



Nordic Museum 2018 Job Description

Position Title:	Human Resources Assistant
Department:	Finance and HR
Reports To:	Director of Finance and HR
Status:	Part Time, Non- Exempt (20 hours per week).
Revision Date:	12/19/2018

Position Overview	The Human Resources Assistant serves as point person for recruiting and onboarding employees across the organization and provides support for other HR activities including the annual review process, and staff recognition activities. The position provides direct administrative support to the Director of Finance and HR.
Essential Job Functions	<ul style="list-style-type: none"> • Under the direction of the Director of Finance and HR, oversee employment searches; liaise with management to facilitate appropriate staffing as assigned. • Source and build an adequate, diverse, and qualified applicant pool to support personnel needs throughout the organization. • Guide candidates and hiring managers through interviews, offers, and onboarding activities; provide regular status reports to Director of Finance and HR. • Draft job descriptions, develop candidate assessment criteria, manage hiring timelines, maintain job postings, draft interview scripts and develop skill assessment exercises. • Review application materials and arrange interviews; conduct phone and in-person interviews as required. • Maintain consistent, professional and timely communication with applicants. • Maintain HR archive and applicant records. • Develop and maintain recruitment process and procedural documentation, policies, presentations, forms, training content and other organizational recruitment resources. • Oversee new employee onboarding. Coordinate trainings with appropriate personnel and schedule onboarding meetings. • Add new employee information to Museum directories, and request support for new hire tasks (voicemail account, user profile, computer station, security badge, business card, etc.). • Ensure that new employee 3-month reviews are scheduled and documented. • Ensure that the Museum's new employee manual is current and prepared for each new employee. • Support Director of Finance and HR with annual review process. • Organize staff trainings as assigned. • Assist with employment recognition and incentive programs; identify opportunities to increase staff esprit de corps.



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	<ul style="list-style-type: none"> • Provide direct support to Director of Finance and HR. • Other duties as assigned.
<p>Other Skills/Abilities</p>	<ul style="list-style-type: none"> • A knack for identifying top talent. • Ability to manage multiple tasks and projects with high energy and strong problem-solving skills. • Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. • Ability to follow complex oral and written instructions; interpret and present information effectively. • Excellent communication, effective listening, and interpersonal skills. • Ability to anticipate challenges, take initiative and provide solutions to achieve department and organization objectives. • Must be able to quickly and accurately assess priorities. • Highly organized and detail oriented. • Ability to maintain strict confidentiality of extremely sensitive data, records, conversations. • Excellent verbal, writing, and editing skills: English usage, spelling, grammar, punctuation, and vocabulary. • Adaptable to changing business situations and environments.
<p>Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree or equivalent + 3 years relevant experience • Occasional weekend and evening work • Proficient in PC platform. Microsoft Office; Word, Outlook, Excel, Publisher, PowerPoint. Advanced Web research skills. • Valid driver's license • Ability to lift 20lbs • Ability to be seated/standing for extended periods

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.