Human Resources Assistant-

CORPORATE OFFICE, Madison

Forward Service Corporation (FSC), a passionate, not-for-profit firm providing employment and training related services to local, state, and federally funded program participants, is seeking a full time **Human Resources Assistant** at our Corporate Office in Madison, WI.

The Human Resources Assistant works under the direction of the Human Resources Manager. The Human Resources Assistant provides both generalized and specialized staff assistance in a wide range and combination of activities for the Human Resources department. This position will prove administrative support to include word processing, presentation and report creation, file and records management maintenance, and general office support for FSC and its subsidiary ABR Employment Services.

The Human Resources Assistant is a rewarding position that works in a fast-paced environment. If you want a career in Human Resources, this opportunity is ideal for you!

PRIMARY DUTIES INCLUDE

- Assists with implementation of human resources procedures and processes.
- Serves as back-up for the Affordable Care Act (ACA).
- Assists with recruitment by scheduling interviews, conducting references, processing background checks and tracking processes.
- Sends out surveys, tracks results and produces quarterly reports.
- Prepares and distributes weekly HR updates to staff.
- Keeps data current in HRIS.
- Maintains confidential department files to include personnel files, workers compensation, unemployment, compensation, and benefit files.
- Coordinates job fairs.
- Updates HR data and events on SharePoint.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal Human Resources Assistant must demonstrate the ability to use professional discretion in dealing with confidential matters, maintain effective flow of information between various departments/offices, organize and disseminate information from a variety of sources, and possess knowledge of scheduling techniques and methodologies. They must be proficient in MS Office (Word, Excel, PowerPoint, Publisher and Outlook) and have the ability to learn other software programs. Must be able to type 50+ WPM. Must maintain a valid driver's license with an acceptable driving record as determined by our insurance carrier.

EDUCATION/EXPERIENCE

Associates degree or HR certification or two (2) plus years work-related experience in Human Resources, and/or equivalent combination of education and experience.

COMPENSATION & BENEFITS

Forward Service Corporation offers a competitive wage for this full-time, non-exempt position with a wage range of $14.62/hr-$18.27/hr. Compensation is based upon combination of past work experience and education.

This full-time position also includes an excellent benefits package, a phenomenal 401(k) plan, as well as an excellent Paid Time Off (PTO) bank.

Tell us why you should be our next Human Resources Assistant by submitting a cover letter and resume to:

FORWARD SERVICE CORPORATION
ATTN: HUMAN RESOURCES
4600 American Parkway, Suite 301
Madison, WI 53718
Email: hr@fsc-corp.org

AA/EOE