

Due to the CMS Federal Mandate of November 4, 2021, all employment opportunities with New Hope Community require applicants to be fully vaccinated or have at least one shot in the COVID-19 vaccination series prior to applying. Proof of vaccination status will be required at an applicant's initial interview.

Human Resource Assistant

\$750.00 Sign on Bonus

Ok, so what will I actually be doing every day?

As a Human Resource Assistant, you will perform complex and confidential administrative support functions, requiring a high degree of accuracy, performance, skill and discretion. Updating and processing of employee personnel files, maintaining employee information in databases and coordinate transactions to ensure all systems are accurate and complete. Prepare all human resource related documents as requested within an employment lifecycle.

What characteristics are you looking for in your Human Resource Assistant?

As a Human Resource Assistant, you must be able to navigate across several different IT systems. Prior knowledge in human resource procedures and handling of confidential information is preferred. Must be detail oriented, have strong written and oral communication skills, possess a positive attitude, have patience, and work well with others, all while ensuring the highest level of confidentiality and professionalism.

What certifications or skills do I need to be a Human Resource Assistant?

As a Human Resource Assistant, you must have a High School Diploma or GED, plus 2 years of prior human resource or office experience. A clean/valid NYS Driver's License and the ability to lift/push/pull 50lbs.

Why would I want to work at New Hope Community?

New Hope Community is a dynamic organization providing the highest quality of programs and services to people with intellectual and developmental disabilities. With a reputation as one of the region's best employers, New Hope promotes from within and thrives on a diverse workforce dedicated to improving the lives of the people it serves.

As a premier employer in Sullivan County, employing approximately 650 staff members, our staff members enjoy a generous variety of benefits including Excellent Hourly Wages, Bonuses, In-Depth Training, Advancement Opportunities, Health and Fitness Classes, FREE Single Medical Insurance, Dental Insurance and Vision Insurance. Additionally, New Hope provides Identity Fraud Protection, Term Life Insurance, Tuition Reimbursement, and so much more!

Start your career with New Hope Community, Work where it matters!