
Carolina Eye Associates, P.A.

Notice of Position Opening

Human Resources Assistant

Center: Pinehurst
Status: Part Time (Up to 29 hours per week)
Reports to: Human Resources Manager

Job Summary:

Assist with the day to day functions of the Human Resources department.

Job Responsibilities:

1. Conduct Reference Checking of Applicants.
2. New Employee paperwork including I-9 verification and E-verify.
3. Assist with employee benefits and 401-K enrollment.
4. Reconcile monthly billing statements for Medical, Dental and Life Insurance accounts using Excel spreadsheet.
5. Filing of documents in personnel file.
6. Responsible for Ordering Logo uniform apparel for employees and maintaining uniform allowance program.
7. Assist with employee functions.
8. Responsible for employee testing and tracking for OSHA, Harassment and Patient Care Training Program.
9. Assist with the preparation of various employee manuals and handouts.
10. Provide backup with editing of punches and adding travel time and mileage into the employee time system.
11. Responsible for posting of employee notices.
12. Responsible for employee ID badges.
13. Answering incoming calls to the Human Resources Department.
14. Assist with New Employee On-Boarding.
15. Perform other duties as requested and assist coworkers as needed.

Education and Experience:

Prefer a 1-3 years experience working in Human Resources or a combination of education and experience.

Performance Requirements (Knowledge, Skills, & Abilities):

- Ability to read, understand, and follow oral and written instructions.
- Ability to sort and file materials correctly by alphabetic or numeric systems.
- Knowledge of basic mathematics.
- Must have legible handwriting.
- Ability to maintain confidential information.
- Skill in developing and maintaining effective working relationships with medical and administrative staff, patients, and the public.
- Ability to relate with the public in a pleasant, professional, courteous and positive manner.
- Skill in answering telephone in a pleasant manner.

- Skill operating a variety of office equipment: computer, calculator, telephone, fax, and copier.
- Ability to comply with CEA personnel manual, CEA compliance manual, and HIPAA plan.
- Ability to work flexible hours; Saturdays if needed.
- Knowledge of Excel and Microsoft word.

Typical Physical Requirements:

Normal office environment with occasional evening or weekend work if needed. Travel to satellite office locations if requested. Requires manual dexterity sufficient to operate a keyboard, type, operate a calculator, telephone, copier & other office equipment as necessary. Requires normal range of hearing. Requires ability to speak clearly.