Inland Christian Home has a part-time job opportunity for a Payroll/Human Resources Assistant (Approx. 28 hrs. per week). This is an opportunity to work while learning skills to succeed and advance your career in this field. The HR/Payroll Assistant provides clerical and administrative support within the HR/Payroll department by carrying out the following type of duties:

* Assists with preparations for new hire orientations and coordinates with other department for the onboarding process. Making copies of orientation packets and materials for new employees. Tracking, following up, and processing paperwork for new employees.
* Maintain and organize hardcopy employee personnel files.
* Track and prepare nurse staffing hours for reporting
* Assist with maintaining time cards and other payroll functions

Qualifications

* Experience preferred
* Strong Organizational and multi-tasking abilities
* Detailed orientated
* High proficiency in Microsoft Word, Excel and Outlook
* Ability to maintain strict confidentiality
* Must be able to pass background check