



Human Resources Assistant

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The **Human Resources Assistant** is responsible for facilitating Human Resources (HR) processes and providing internal support to the Human Resources Department. He/She will be completing administrative personnel paperwork, processing payroll, HR administrative tasks, provide clerical support to the HR department and employees regarding HR related activities. This position will also assist with SFBFS mail distributions and log incoming donations, in support of the Accounting department.

The Human Resources Assistant will (including but not limited to):

- Provide overall administrative support to the HR department, including maintaining, processing documentation and records
- Support Recruitment/New Hire Process
- Prepare and run semi-monthly payroll for 88+ employees
- Maintain personnel records, in compliance with HR regulations
- Support benefits administration, including reconciliation of monthly insurance billings
- Assist with administrative paperwork related to employee separations
- Ensure through administration of HR processes that Company and People Leaders are in compliance with various local, state and federal employment laws and enforce company policies, rules and regulations
- Respond to inquiries and other correspondence, as needed, and/or routes inquiries to the appropriate person
- Oversee the opening, logging and dissemination of all SFBFS daily mail and primary relief of receptionist for meals/breaks and occasional absence coverage
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or a minimum of four years related experience and/or training; or equivalent combination of education
- 2-3+ years extensive HR experience, with working knowledge of labor and employment laws
- 2+ years of experience in an administrative or customer service position
- Must be able to communicate clearly, both written and orally, as to communicate with employees, and in group presentations and meetings
- 1-2+ year of full cycle payroll processing
- Able to read/write/speak Spanish - preferred

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- SFBFS' Family Services campus location, with occasional travel to Food Bank Services campus
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/employment) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**