



HUMAN RESOURCES CLERK

Upper Merion Township, located in King of Prussia, PA, seeks a personable, self-starting, reliable **Administrative Clerk** to support our Human Resources Department in their day-to-day operations.

The duties of the **Human Resources Administrative Clerk** include (but are not limited to):

- Responsible for maintaining excellent customer service in the Human Resources Department.
- Responds to basic employee requests and questions.
- Submits online investigation requests and bi-annual EEOC reports and assists with new-employee background checks.
- Track clearance for compliance purposes
- Assists with the preparation of the performance review process.
- Assists with the recruitment and interview process.
- Assist with the preparation of human resource reports such as attendance, new hire, and turnover reports.
- Create new hire benefit packets.
- Tracks the status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the Director of Human Resources.
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Prepares new-employee files.
- Retrieves, date stamps, and distributes HR mail.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Organize and maintain files online in the HR/Drive
- Reorganize achieved files at the directions of the Human Resources Director
- Assists the Director of Human Resources and Benefits Manager with various projects as assigned.
- Assists with planning and execution of special events such as benefits enrollment, health fairs, and annual flu clinic.
- Keep an inventory of supplies for the Human Resources Department.
- Performs other related duties as assigned.

Minimum Education, Training, and Experience Required:

- High school diploma or equivalent required.
- Administrative training is required.
- Two years of administrative assistant experience required.
- knowledge of employee benefits and applicable laws preferred.

- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Comprehensive knowledge of and ability to operate a personal computer and use general office equipment;
- Thorough knowledge of and ability to apply the principles and practices of Customer Service.
- Ability to use MS Office Suite including Outlook, Word, Excel, and PowerPoint.

Knowledge, Skills, and Abilities:

- Ability to verbally communicate effectively over the telephone and in person;
- Ability to make effective oral presentations to large groups of people;
- Ability to research, analyze data, and prepare related reports;
- Ability to maintain confidentiality and to respond to sensitive or complex issues with tact and diplomacy;
- Ability to utilize active listening and problem-solving skills;
- Ability to remain focused and professional in difficult situations;
- Ability to be empathetic while maintaining a professional demeanor;
- Ability to maintain accurate records, file systems, and manuals;
- Ability to provide excellent customer service to both internal and external customers;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective and cooperative working relationships with
- Ability to assume responsibility and exercise good judgment in making decisions within the scope of authority of the position;
- Ability to think and work effectively under pressure and accurately complete tasks within established times; and
- Ability to prioritize multiple tasks and meet deadlines.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/wp-content/uploads/2024/01/Application-UMT-Employment-REV-Jan-2024.pdf>

and submit a **completed job application, cover letter, and resume** via email to hr@umtownship.org.

This role is a great opportunity to launch your career in HR and gain valuable insights into procedures such as employee onboarding, training, and compensation.

You will play a pivotal role in enhancing and streamlining our Department's HR functions, fostering a positive working environment, and contributing to overall organizational success.

If you are eager to make a difference in the Human Resources field, this position is perfect for you.

Applications will be accepted until the position is filled.

Equal Opportunity Employer