

Pioneer Title Agency

COMMITMENT TO SERVICE



Human Resource Assistant

Position Type: Full-Time

Location: Phoenix, AZ

Description:

The Human Resource Assistant helps with the administration of Human Resource employment and benefit functions for the company. Responsibilities include, benefits administration, employee file management, database system maintenance/data entry/report writing, employee onboarding orientation, separation processing, and administrative support. Successful candidates are dependable, cooperative, diligent, detailed, and disciplined.

Typical duties of the position may include:

- Preparation of new hire paperwork and orientation packets and conducting of new hire onboarding.
- Ensuring the company and personnel are in compliance with State laws and Federal laws, including Federal laws regarding FMLA, and the auditing of files.
- Brainstorming to maintain and update company policies and procedures.
- Assisting with benefit open enrollment processes.
- Processing benefit applications, changes, and terminations, including provisions of COBRA & 401(k) plan.
- Maintain personnel database system records and compile reports.

The Human Resource Assistant may be assigned additional tasks in support of the department's goals.

Experience and/or Education:

- Minimum of two years of experience in assisting HR Administration is preferred; including involvement in recruiting, benefit administration, and other related HR disciplines.
- Associates Degree from an accredited community college in Human Resources, Business, or other related field is required; Bachelor's Degree preferred; or equivalent combination of education and experience.

Skills and Abilities:

- Basic knowledge of principles & practices of Human Resource and employee benefit administration
- Ability to maintain confidentiality and handling discrete and sensitive information
- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- General computer and office machinery skills with working knowledge of the Microsoft Office suite

Salary:

Competitive and commensurate with experience, plus a robust benefits package.

Application Process:

Please submit a cover letter and detailed resume to personnel@ptaaz.com. Please include "HR Assistant" in the subject line.

Pioneer Title Agency provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, and any other characteristic protected by law.

WHAT WE DO: Pioneer Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through over 70 branches across Arizona.

WHO WE ARE: Pioneer Title Agency is more than just a family-owned business – we are a business made up of dozens of actual families and hundreds of friends whose relationships and real estate expertise predate our official founding in 1985.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the communities we serve.

"We are committed to serving each other.

We are committed to serving our customers.

We are committed to serving our local communities."

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