USET Employee Relations and Personnel Management Assistant

The USET Employee Relations and Personnel Management (ERPM) Assistant provides support in functional areas of the Employee Relations and Personnel Management (ERPM) Department, which may include recruitment and employment, maintaining personnel records, employee relations, compensation management, benefits administration, organization development and training.

Exempt/Non-Exempt and Salary Range:
The USET ERPM Assistant is an exempt position with a salary range of $41,600 - $55,000.

Reporting Relationship:
The USET ERPM Assistant is supervised by the USET Director of ERPM.

Duties and Responsibilities:
1. Maintain updated employee files, staff directory and organizational chart.
2. Engage with staff to answer questions and clarify policies & processes.
3. Assist with recruitment/onboarding process by coordinating interviews and distribution of onboarding documentation.
4. Keeps records of personnel transactions such as hires, promotions, transfers, performance reviews, terminations, separation and related documentation and employee statistics.
5. Assists in the maintenance of the Personnel Policies and Procedures Manuel.
6. Track USET employee training.
7. Work to improve efficiencies and streamline processes
8. Coordinate meetings, secure locations for ERPM events and maintain agendas.
9. Overnight Travel, assistance with organizational events, and attendance at workshops and seminars.
10. Perform other duties as assigned by the Director of ERPM.

Qualifications:
1. Bachelor’s degree from a 4-year college or university or an equivalent combination of education and experience
2. Minimum 2 years of related experience administering personnel programs and policies.
3. Effective Human Resources administration and people management skills.
4. Customer service attitude and ability to maintain positive work relationships with team members; professional, positive attitude is a must.
5. Exposure to payroll practices.
6. Excellent written and verbal communication skills.
7. Ability to manage multiple tasks concurrently.
8. Strong organizational and time management skills, with an eye for detail.
9. Ability to handle data and sensitive information with confidentiality.
10. Must be computer literate and proficient in Microsoft Office including Word, Excel and Outlook.
11. Must have demonstrable ability to work with people from diverse cultures including cultural sensitivity and the ability to work within the customs and traditions of various tribal groups.
12. Ability to travel and work irregular hours as necessary.

USET/USET SPF is committed to Native American preference and is an Equal Opportunity Employer.