

# Sunrise Express

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## HR Assistant

### Description

Assist with day to day operations of the HR Department

### Responsibilities

Assist with day to day operations of HR functions and duties; provide clerical and administrative support for HR management; compile and update employee record (hard and soft copies); process documentation and prepare reports relating to personnel activity; coordinate HR projects as assigned; process employee requests regarding human resource issues, rules and regulations; Assist in payroll preparation by providing any needed data; properly handle complaints and grievance procedures; coordinate communications with candidates and schedule interviews; conduct initial orientation to newly hired employees; process benefits for employees; and perform a variety of tasks.

### Qualifications

High school diploma or GED, or equivalent work experience; and have completed two years technical education or have two years hands on experience preferred.

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### Hiring organization

Sunrise Express

### Date posted

June 13, 2023