

**Boulder Housing Partners**  
**POSITION DESCRIPTION**

DATE: 1/2023

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**POSITION TITLE:** HR Assistant and Benefits Administrator

**PAY GRADE:** 4

**DEPARTMENT:** Human Resources

**Status:** Non-exempt

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**OVERALL JOB OBJECTIVE:**

Under general supervision, this position assists the Director of HR with administrative tasks related to personnel functions.

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**DUTIES AND RESPONSIBILITIES:**

1. Aid in the recruiting process including posting jobs, contacting candidates, and scheduling interviews.
2. Keep website updated with current job opportunities.
3. Enroll new hires and makes changes in all benefit and wellness vendor portals.
4. Keep employee electronic files updated.
5. File all I-9 information electronically and in paper form.
6. Enter COBRA notifications for new hires and terminated employees. Track COBRA and verify enrollment with vendors.
7. Reconcile payroll benefit invoices to payroll and correct errors.
8. Contact benefit vendors for invoice fixes and communicate with Payroll Specialist for any adjustments that need to be made in payroll.
9. Update pingboard (electronic organizational chart) with all new hire information and any personnel changes.
10. Verify all new hires on PERA Stars prior to first day.
11. Verify ACA reporting in paylocity and make changes as necessary to ensure proper generation of 1095C's.
12. Complete verifications of employment forms.
13. Compile all necessary FMLA paperwork and keep track of hours.
14. Aid with Long-term disability claim administration.
15. Aid with Worker's Compensation claim administration.
16. Keep new employee orientation books on hand and updated.
17. Help with BHP's organizational overview presentation.
18. Keep job descriptions updated and help writing job descriptions for new positions.
19. Aid in Handbook review and provide suggestions.
20. Send out wellness reimbursement reminders.
21. Set up PERA reminders and send out PERA webinar info.
22. Track Gift Cards for wellness reimbursements.
23. Keeping track of incoming mail for the payroll specialist and scanning/emailing all correspondence.
24. Perform related duties as required by management to meet the needs of BHP.
25. Maintain a high level of professionalism and integrity; provide excellent customer services to internal and external customers; listen to questions and concerns, evaluate issues and possible solutions, work collaboratively with the Boulder Housing Partners team to address systemic problems; inspire confidence and respect; use feedback from others to grow and develop.
26. Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Use all required safety equipment and follow all safety regulations, policies and procedures. Report all accidents and damage to BHP property.

- 27. Actively support and uphold the BHP’s stated mission and values. Optimize the use of resources; responsible for knowing and complying with all BHP policies; participate in professional trainings and development; and adhere to attendance and workplace attire policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming. Boulder Housing Partners is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public and co-workers, are sensitive to diversity issues provide effective and efficient service to the public and co-workers and act with a high level of integrity and take responsibility for their words and actions.

**COMPETENCIES:**

- High level of attention to detail and accuracy
- Strong organizational and prioritization skills
- Excellent verbal and written English language skills
- Continuous learner
- Demonstrated understanding of and unwavering attention to the needs of internal and external clients
- Establishes and maintains effective working relationships based on mutual trust, respect, and cooperation
- Unshakeable levels of professionalism, integrity, and confidentiality
- Team player who is willing to go above and beyond to help others
- Self-motivated, proactive, and resourceful
- Reacts quickly and adapts to changes in priorities, circumstances, and direction
- Works effectively with minimal supervision
- Thrives in a fast-paced environment

**CHAIN OF SUPERVISION:**

- (1) TITLE OF IMMEDIATE SUPERVISOR: Director of HR
  - (2) TITLE(S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: none
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**REQUIRED QUALIFICATIONS:**

Degree in Business Administration, Human Resources Management, or related field or 3-4 years of experience in related field. Demonstrated ability to work with confidential data and to perform detail-oriented work. Demonstrated written and verbal communications skills. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with diverse people in an organizational context. Attention to detail. Ability to work independently, take initiative, and handle multiple tasks simultaneously with minimal supervision. Ability to perform general mathematical calculations using Excel, operate office equipment, and maintain accurate filing systems. Demonstrated time management and organizational skills. Experience handling several issues and assignments at once, willingness and ability to be flexible with a variety of functions and timing, maintains a positive attitude and reflects the values of excellent customer service, professionalism, and teamwork. Acceptable background information, including criminal history and credit check.

**WORKING CONDITIONS:**

Physical Demands: This position works in an office setting. In the office it is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking, bending over (to file) and standing; frequent hand/eye coordination and finger dexterity to operate personal computer and office equipment; vision for reading, recording

and interpreting information; speech communication and hearing to maintain communication with employees and customers.

Work Environment: Works in clean, comfortable environment in the office.

Equipment Used: Frequently uses standard office equipment including personal computers, scanners, calculators, printers, shredder machine, electronic date stamp, telephones, fax and copy machines.

BHP is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by law or regulation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.