



Job Posting

Job title: Human Resources Assistant

Location: Pala, CA

Application Deadline: 03/17/2019

Compensation: Minimum of \$15/hour. DOE. *In addition to hourly pay, we offer paid time off, 401(k), rich benefits & much more!*

Status: Full Time/Regular position

Job Summary

This position exists to provide front line administrative support to the Human Resources Director and other staff members of the Human Resources Department. Assist in all aspects of the SCTCA Human Resources Department, including, file management, clerical duties, event planning, inter-office and companywide communication, receptionist duties and providing customer service to employees.

Essential Functions

- Screen departmental incoming phone calls, greet visitors and sort mail, then direct them to the right person.
- Set up, maintain, audit and purge employee files.
- First point of contact for HR/Employee inquiries of all types and route appropriately.
- Provide exceptional customer service to employees, vendors, applicants, etc.
- Help coordinate companywide events, meetings, and trainings including contacting venues, directing room setup, ordering meals and tracking attendance.
- Responsible for maintaining HR bulletin board.
- Order office supplies for the department.
- Responsible for taking notes/minutes of department meetings and keeping track of office schedule.

- Responsible for distributing staff birthday and anniversary cards on a monthly basis.
- Responsible for creating and managing monthly HR contest.
- Prepare materials for new hire orientations, benefits enrollment, terminations and other projects as assigned.
- Operate a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, etc
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education: High School Diploma or GED. AA degree preferred.

Experience: At least 1 year of previous administrative experience. Or a minimum of 6 months experience working in an HR department. Customer service experience preferred.

Certificates & Licenses: HR certificate preferred. Valid California Drivers License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Strong computer skills. Proficient in working with Microsoft Office including Word, Excel, Outlook and PowerPoint. Ability to maintain confidentiality. Must be detail oriented and possess strong organizational skills. Knowledge of Indian history, culture and politics a plus.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete required background check, including Live Scan, and drug screening.

Other Information

In addition to the essential duties listed above the HR Assistant is expected to:

- Communicate regularly with supervisor about department issues. Must possess excellent communication skills both orally and in writing.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time prepared to perform the duties of the position.
- Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “About SCTCA” link.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.