



JOIN OUR TEAM!

HUMAN RESOURCES ASSISTANT (BELLEVILLE)

We are seeking a detail-oriented and proactive Human Resources Assistant to support our HR department in various functions related to human capital management. This role involves assisting with employee onboarding, maintaining HRIS systems, and supporting talent acquisition efforts. The ideal candidate will possess strong communication skills, organizational abilities, and familiarity with HR processes and compliance standards such as FMLA, OSHA, and workers' compensation. This position offers an excellent opportunity to develop expertise in HR management within a dynamic organization.

Key Responsibilities:

- Assist with talent acquisition activities, including HR sourcing, ATS management, and social media recruitment campaigns.
- Support employee orientation, onboarding, and training & development programs.
- Administer benefits programs and manage benefits administration processes.
- Coordinate employee evaluation and performance management processes.
- Support employee relations initiatives and conflict management efforts.
- Assist with compliance activities related to employment & labor law, OSHA regulations, and affirmative action planning.
- Contribute to project management tasks related to organization design, change management, and workforce planning.
- Prepare reports on HR metrics and assist with data collection for strategic planning purposes.
- Support payroll processing activities using ADP.
- Handle administrative tasks including data collection, contracts management, and document filing.
- Other: Perform other duties as assigned.

Qualifications:

- Prior experience in human resources or administrative roles is required.
- Familiarity with HRIS systems such as ADP
- Knowledge of employment & labor law, workers' compensation procedures, and OSHA regulations is beneficial.
- Strong communication skills and ability to manage multiple projects effectively.
- Proven ability to handle confidential information with discretion.
- Demonstrated organizational skills with attention to detail in data entry and record keeping.

Additional Requirements:

- Completion of all necessary background checks in accordance with HFS guidelines.
- Commitment to the mission and values of Marshmallow's HOPE.
- Ability to work independently while collaborating closely with clinical staff.

Salary Range: \$45,000 - \$55,000 per year

Send your resume to:

✉ heather@marshmallowshope.org

Benefits:

- Comprehensive medical, dental, and vision insurance coverage for employees.
- Generous paid time off (PTO) package, including vacation, sick leave, and holidays, to support work-life balance and self-care initiatives.