

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Human Resources Assistant
DEPARTMENT: Human Resources
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Human Resources Assistant is responsible for providing a wide variety of clerical and administrative support services for the Director, Human Resources and the entire the Human Resources team. This includes matters pertaining to (1) maintenance of employment records; (2) recruitment and staffing processes, (3) timesheet administration; (4) parking notifications; and (5) information reporting to the Director and Senior Manager. The position requires independent judgement and action in dealing with staff, management, faculty, Fellows, and external contacts on a variety of matters, and must maintain a high level of confidentiality in the performance of all duties.

PRINCIPAL DUTIES:

- Act as a primary liaison for routine HR matters and answers a variety of employment related queries and other related questions verbally or in writing and provides guidance on HR processes and procedures.
- Provide all core administrative functions to the Director, Human Resources and the Human Resources team.
- Manage the schedules of the Director, Senior Manager and Generalist, Human Resources.
- Generate, produce and distribute forms, i.e. PA's, EPRs, new hire paperwork, and all other HR forms, ensuring accuracy and timeliness.
- Review and verify staffing data with payroll for all types of changes in employment status.
- Compile information and generate reports as requested.
- Generate and prepare complex documents, update staffing list and maintain personnel data, including reports and confidential correspondence.
- Liaise with the Payroll department with respect to employees' status changes and leave of absence to facilitate correct payroll processing.
- Support recruitment and selection efforts by reviewing staff request for initiating and coordinating recruitment files, tracking applicants, and arranging candidate interviews.
- Update and maintain department master calendar.

- Answer departmental phones and route to the appropriate person.
- Maintain departmental filing system, ensuring a high degree of accuracy and organization.
- Process expenditure invoices, purchase orders, expense reports, ensuring accuracy and alignment with budget.
- Create and maintain a tracking file for the ordering of all office supplies for the department.
- Provide logistical support for the Employee Performance Review (EPR) process, which includes the receipt and tracking of EPRs and job descriptions.
- Maintain, update and distribute the personnel directory, benefits contact sheets and all other distribution materials in a timely manner.
- Update the AFI Intranet and AFI Organizational Charts as necessary.
- Proactively update and maintain the Human Resources forms inventory, including benefit collateral material.
- Distribute bi-weekly timecard email reminders for the Los Angeles, Maryland and DC offices.
- Create a tracking file and complete all employment verifications
- Assist with the New Hire Orientation by preparing Employee Handbooks for all new hires.
- Assist the HR Generalist with processing Workers' Compensation and unemployment claims.
- Provide relief coverage for the Campus Information Officer (Switchboard Operator) and Assistant to the President & CEO when needed.
- Performs other duties and assignments as needed.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two years recent and relevant experience in Human Resources, with a thorough working knowledge of Human Resources practices and principles.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills.

- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Excellent computer skills with expertise in the MS Office Suite for a Macintosh environment.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Personal integrity with the ability to inspire confidence and trust.
- Demonstrated knowledge and experience in the film and television community is desired.
- Ability to negotiate challenging situations and personalities in a professional manner.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.

SUPERVISION:

The Human Resources Assistant performs all duties and responsibilities under the guidance and supervision of the Senior Manager, Human Resources.