Alliant Community Management Company Job Description: Human Resource Assistant

Department Overview

At Alliant Communities, we are dedicated to creating inclusive communities which provide safe, attainable, and affordable homes for individuals and families of all backgrounds. Our team has decades of combined experience creating and managing affordable multifamily communities with varied amenities for residents. We continually strive to create attainable high-quality living experiences in all the communities we create.

Primary Responsibilities

- Assists with the HR function by maintaining and distributing relevant records and forms, facilitating employee access to HR information;
- Facilitates recruiting by meeting candidates and collecting employment applications, resumes, and applicant logs;
- Schedules phone and in person interviews of applicants;
- Verifies candidates background by contacting references;
- Enrolls new employees in benefits programs by issuing forms and applications; verifying completion;
- Helps employees by explaining benefit programs
- Maintains manager and employee confidence by keeping human resources information confidential;
- Updates job knowledge by participating in educational opportunities; reading technical publications;
- Accomplishes human resources and organization mission by completing related results as needed.

Experience, Knowledge and Skills

- Energetic, flexible team player with the ability to adapt in a fast-paced environment.
- 1-3 years' experience in HR administration.
- 5-10 years' total administrative assistant, office management, or other support experience.
- Requires strong communication skills, written and oral, through various levels of the organization.
- Ability to meet key deadlines and multitask.
- Ability to show ownership of your work, take on challenges and acknowledge growth opportunities, and demonstrate patience when learning new processes
- Courtesy, respect, and thoughtfulness in teaming with colleagues and other stakeholders