



Grace at the Fray

Human Resources Assistant ***Part-time Job Opening in Jenkintown, PA***

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide...and we're growing! With a 25% increase in staffing over the last three years, we're seeking an assistant to partner with Human Resources in serving and supporting staff in over 25 countries. Successful candidate will have good HR instincts, analytical talent, interpersonal effectiveness, exceptional attention to detail, and a servant's heart. Position is twenty hours per week (and does not require fund-raising).

Responsibilities

- ❖ Onboard and Transition Staff
 - Coordinate with Member Care team and new staff to meet payroll and deployment deadlines.
 - Utilize Paycom HRIS to onboard all new employees and deploy overseas-bound staff.
- ❖ Administer Benefits
 - Guide eligible employees through benefit enrollment process.
 - Review claims and coordinate with members and insurance carriers to resolve issues.
 - Coordinate with finance in reconciling benefit invoice billing.
- ❖ Maintain Staff Information Systems
 - Manage Paycom HRIS and assign/track task checklists; maintain and update data.
 - Add new staff to Salesforce database; maintain/update data and generate reports.
 - Maintain HR metrics and statistics.
- ❖ Support Compliance Efforts
 - Manage social security totalization applications, amendments and notifications.
 - Ensure equal employment reporting.
 - Assign and track company policy acknowledgements and updates.
 - Provide employment verification letters and visa-related documents.

Requirements

- ❖ A personal commitment to Jesus Christ with a genuine desire to work in a dynamic, mission-driven environment and to apply one's knowledge, skills, and abilities to advance the Gospel.
- ❖ In work and interactions, demonstrates commitment to Serge Vision, Mission and Values.
- ❖ Degree or background in human resources, paralegal, accounting or related field.
- ❖ Strong technical and analytical abilities; highly organized; values efficiency and functions accordingly.
- ❖ Effective and thorough communication, especially written, demonstrating mastery of good writing.
- ❖ Excellent computer skills & mastery of MS Word & Excel; familiarity or strong aptitude for learning web-based software, HR-payroll systems, and databases e.g. Google Drive, Paycom, Salesforce, Concur, Zoom.
- ❖ Exhibits grace and professionalism in handling competing tasks, demands, and deadlines.
- ❖ Demonstrates interpersonal competence and exercises wisdom and high level of discretion in handling sensitive and confidential situations and communications.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

11.26.18