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## Human Resources Assistant

### Description

Pillars of Wellness is seeking an HR Assistant. This role will undertake a variety of HR administrative duties. You will support the HR Director by assisting in the facilitation of daily HR functions, such as keeping track of employee records, supporting the interview process, and facilitating the onboarding process. Your role, also, involves performing tasks with a focus to grow our company's talent, improve our sourcing strategies and general facilitation of a happy, healthy and successful workforce!

Pillars is a rapidly growing mental health startup company setting the standard for excellence in the mental wellness space. Our rapid growth continues to create new opportunities for continued organizational and career advancement as we continue to push for better care for our clients seeking treatment.

The ideal candidate will have an interest, knowledge, and/or experience in human resources, education, medical administration, or organizational leadership as well as general administrative responsibilities. They will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, you should be familiar with HR software and tools.

Ultimately, you should be able to contribute to the attainment of specific goals and results of the HR department and the organization.

### Responsibilities

- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person
- Maintain records of and track trends in personnel-related data (payroll, personal information, leaves, turnover rates, etc.) to ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, issuing employment contracts, etc.
- Assist supervisors in performance management and improvement procedures
- Schedule meetings, interviews, HR events, etc. and maintain the team's agenda
- Perform orientations, onboarding, and update records with new hires by ensuring the timely collection of all employee documentation and completion of training to improve clinical outcomes and employee satisfaction
- Support other functions as assigned

### Qualifications

- Have interest, knowledge or experience in HR processes
- Have strong ability in using MS Office, MS Excel, and Google Docs/Sheets

### Hiring organization

Pillars of Wellness

### Employment Type

Part-time

### Industry

Mental Health and Wellness

### Job Location

Merrillville, Indiana

Remote work from: Indiana, USA

### Working Hours

Flexible

### Base Salary

\$ 12 - \$ 15

### Date posted

January 24, 2022

- Are familiar with social media recruiting and other employee recruitment platforms
- Have outstanding communication and interpersonal skills
- Have ability to handle data with confidentiality
- Have great organizational and time management skills

### **Job Benefits**

- IRA with a 3% company match
- Flexible schedule
- Work from home opportunities
- Competitive salary compensation
- Mission led and purposeful work
- Supportive environment
- Fulfilling workplace
- Career and organizational growth opportunities