

Work Study Office Assistant-HR

Schedule: Part Time Hourly

To apply: Please send your cover letter/resume to hrstaff@highline.edu

Newly hired Office Assistant will provide support to the front desk staff and will assist with clerical duties.

Responsibilities

Provide key administrative functions.

- A. Assist with filing and records keeping.
- B. Create new employee files
- C. Assist with separation process and I-9 retention
- D. Provide front desk support.
- F. Prepare documents and forms.

Provide support in payroll and related spreadsheets.

- A. Assist colleagues in charge of payroll section with day to day tasks in payroll accounting.
- B. Work on payroll spreadsheets. Review and apply data entry, conduct related tasks as assigned by supervisor.
- C. Help with auditing data and information related to payroll, report findings and present to supervisor.

Qualifications

- Demonstrate professionalism, skills and abilities working successfully in a diverse, multicultural environment.
- Proficiency with MS Word and MS Excel
- Able to independently manage and prioritize multiple deadlines.
- Detail oriented
- Strong organizational skills.
- Strong commitment to maintain confidentiality with records.
- Able to work in a team environment.