



*Get Up and Go!*

**POSITION:** Human Resources Assistant  
**STATUS:** Full-time / Non- Exempt  
**FACILITIES:** Bayfront Convention Center, Erie Insurance Arena, Warner Theatre, and UPMC Ballpark  
**REPORTS TO:** Human Resources Manager  
**CLOSING DATE:** November 29<sup>th</sup>, 2021

**POSITION SUMMARY:**

The Human Resources Assistant is responsible to assist the Human Resources Department in a confidential and professional manner. This position will provide the Human Resources Manager administrative support as well as focusing on recruitment, onboarding, data entry in all HRIS systems, and other HR related tasks listed in the job description detail.

**QUALIFICATIONS:**

- High School diploma or equivalent.
- 1-2 years of related experience.
- Proficient experience utilizing Microsoft Word, Excel, Outlook.
- Interpersonal skills necessary to build effective working relationships with employees at all levels of the organization.
- Strong organization, prioritization, project management skill set.
- Excellent oral and written communication skills.
- Ideal candidate will possess a “can do” attitude with a “will do” work ethic.
- He/she must be bondable and pass a security/reference check.
- Ability to maintain highly sensitive and confidential information

**HOURLY RANGE:** \$15.00 - \$21.00 per hour + Comprehensive Benefits Package



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## **JOB DESCRIPTION DETAIL:**

- Assists the Human Resources Manager in the recruitment process with job postings, job fairs, interviews, and additional recruitment efforts.
- Conducts background checks, motor vehicle record checks, and reference checks as needed.
- Mail adverse action notices to candidates based on background check results.
- Collecting, coordinating, and processing appropriate employment documentation during the onboarding process.
- Assist in orienting new employees to the organization.
- Assists with part-time pay increase memos, and updates wage adjustments in all HRIS systems.
- Processes termination requests as needed.
- Enters new hire information in HRIS systems: Great Plains, Attendance Enterprise, and Shift Board, and Text Alert System.
- Maintains accurate and up-to-date employee files, records, and documentation.
- Coordinates and organizes employee full-time benefits packets.
- Add, maintain, and remove employees who are on Erie Events auto insurance.
- Enter Stagehand & Rigger hours worked into spreadsheet per event.
- Manages and maintains COVID-19 vaccination list.
- Maintain, and update Text Alert System with new hires, and terminations.
- Assists HR Manager with notifying staff regarding their complimentary ticket requests.
- Assist with tracking completion dates of submissions regarding the Employee Referral Program.
- Assists the HR Manager in planning and execution of employee events.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assist with projects as needed.
- Filing as needed.
- Able to maintain confidentiality.
- Other duties as assigned.

**Erie Events is an Equal Employment Opportunity Employer:  
Minority/Female/Disability/Protected Veteran**