



POSITION TITLE: HUMAN RESOURCES ASSISTANT - SHERATON CARLSBAD RESORT AND SPA

CLOSE DATE FOR ACCEPTING APPLICATIONS: OPEN UNTIL FILLED

POSITION SUMMARY: To assist in all areas of the Human Resources department and function, including but not limited to; administrative duties, filing, data entry, managing the reporting of work-related injuries and Worker's Comp case management, recruitment, onboarding, benefits tracking and administration, performance management tracking, and reporting, associate relations, interpret and communication of Company policy/procedure, and verbal and written Spanish translation.

ESSENTIAL JOB FUNCTIONS:

- Attend to all walk-ins and screen applications for complete information.
- Conduct all administrative tasks in a timely fashion through processing background checks on all pre-hires.
- Conduct all administrative tasks in a timely fashion through drafting, coordinating, and processing conditional offers of employment on all pre-hires.
- Prepare all Drug Test authorization forms for all post-offer/pre-hire candidates, daily handles receipt of all DT's. Handles the DT authorization for applicants who are spanish speaking.
- Oversee payroll processing. Work with managers to ensure payroll is timely and 100% accuracy every payroll. Collect and distribute paychecks on payday no later than 1:00 PM on Payday. Ensure no paychecks are delivered accurately and in a timely manner. Work with corporate to resolve any pay discrepancies.
- Handle initial filing of worker's compensation reports and monitor handling of claims through discharge. Prepares a summary of outstanding claims which is reviewed by the Compensation and Benefits manager weekly.
- Provide translations for various areas including but not limited to; drug testing, employee counseling, benefits explanation, job offers at the direction of the recruiter, etc.
- Perform all clerical duties including but not limited to non-routine faxing/mail distribution, telephone coverage for overflow, reception coverage during absence of receptionist, filing, and employee verifications.
- Data entry of all associate information into various Excel spreadsheets.
- Supportive to Resort wide training programs including but not limited to: OSHA, Safety, Educational and Employee Enhancement programs to assure the continual upgrading of department personnel.
- Perform exceptional communication skills throughout all functions of the job i.e. guests, department managers, and fellow employees.
- Handles all job duties with the utmost confidentiality.