



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! To support this exciting growth of missionaries serving in over 25 countries, we're seeking an HR Assistant. Successful candidate will have sound HR instincts and discretion, excellent written communication, strong analytical talent, exceptional attention to detail, and a servant's heart. Position is part-time at 25 hours/week and includes paid leave and retirement benefits, with potential for full-time in 2022.

Responsibilities

- ❖ Onboard and Transition Staff
 - Utilize Paycom HRIS to onboard new employees and track employment changes.
 - Guide overseas-bound staff thru process of payroll setup and documentation requirements.
- ❖ Administer Benefits
 - Guide employees through benefit enrollment process.
 - Coordinate with Finance team in reconciling benefit invoice billing.
 - Manage benefits administration and interact with insurance carriers to resolve issues.
- ❖ Maintain Staff Information Systems
 - Manage Paycom HRIS and assign/track employee tasks via checklists.
 - Maintain and run reports of HR data, metrics, and statistics.
- ❖ Support Compliance Efforts
 - Prepare letters for employment verifications, visa requirements, and ministry appointments.
 - Manage social security totalization applications and notifications.
 - Fulfill equal opportunity employment reporting.
 - Assign company policies for employee signoff, and track completion.

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 experience in human resources, payroll, accounting or related field.
- ❖ Experience with health insurance administration and claim resolutions is a plus but not required.
- ❖ Strong technical savvy and analytical abilities; highly organized and wired for efficiency.
- ❖ Effective, gracious, clear email communications, demonstrating a mastery of good writing.
- ❖ Excellent computer skills & mastery of MS Word & Excel, Google Docs & Sheets.
- ❖ Familiarity or strong aptitude for learning web-based software and applications, HR-payroll systems, and databases, e.g. 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.

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