



5840 Allin Road, Suite B
 PO Box 271
 Prince George, VA 23875
 Phone: (804) 733-0933
 Fax: (804) 733-0935
 Visit us on the web: www.jlmiva.com

JOB TITLE:	Human Resource Assistant	JOB LOCATION:	Prince George, VA
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> • Associate’s Degree in Human Resources or Bachelor’s Degree related fields. Verifiable years of experience in HR can replace education requirements. • One year of experience in administrative, office or HR position. • Working knowledge of automated systems and tools including Adobe and payroll systems. • Background with ADP Workforce Now a plus. • Demonstrated experience with Microsoft Suite to include proficiency with creating and maintaining spreadsheets, presentations, reports, forms, and charts. • Ability to work in an organized manner with attention to detail. Friendly professional demeanor with the ability to exhibit a high level of confidentiality is a must due to access to sensitive, confidential and proprietary data. • A criminal background check will be conducted on successful candidate. 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Candidate must be able to effectively read and interpret information and skillfully gather data and present results in a resourceful manner. • Candidate will own the onboarding process from acceptance of offer through ensuring new employee files and documentation are prepared in accordance with company HR procedures. • Tasks require candidate possess a working knowledge of clerical and administrative practices and principles. • Candidate will develop and maintain workflows to administer benefits plans including enrollments, changes and terminations. • Payroll processing bi-weekly from time keeping collection through export of information to accounting system. • Will work with HR team in various facets of human resource management including but not limited to compliance, HRIS system updates, internal HR audits and federal and multi-state research to monitor and maintain appropriate practices and policies. • Maintain a high level of confidentiality due to exposure to sensitive, confidential, and proprietary data. • Internal Customer Service – Coordination of benefits and payroll information with Accounting Department; Answer employee requests and questions; Provide support to site managers at various locations. • Perform other HR duties as assigned. 			
ESSENTIAL FUNCTIONS:			
<ul style="list-style-type: none"> • Must be a United States Citizen. This position is full-time overtime eligible. You may be required to travel. Must be able to obtain and maintain security clearance or other government required clearance. Drug testing required. Working conditions are standard office environment; may require long periods of sitting at a computer. Daily work with customary office equipment including computers. 			



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SALARY/BENEFITS:			
Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.			
JLMI is an equal employment opportunity employer EOE/M/F/D/V			
CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			