



Human Resources Assistant

Job Posting

Position Summary:

As a Human Resources Assistant at Stockman Kast Ryan + Co, you will assist the Human Resources Department in performing clerical tasks related to the personnel function, such as recording and data entry around employee personal information, benefits enrollment, wage rates, promotions, performance evaluations, and processing forms related to group insurance.

Starting Salary Range:

\$17-\$20 per hour

Part-time, in-person, approximately 20 hours/week.

Education/Experience Required:

- Associates Degree in a Business-Related degree
- 4+ years in an Administrative Assistant role

Technologies:

- Microsoft Office Suite
- Adobe Pro
- Online payroll systems – Paycom preferred

Duties + Responsibilities:

- Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Processes employment applications and assists in other employment activities.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Compiles data from personnel records and prepares reports.
- Administers and scores aptitude, personality, and interest tests.
- Computes wages and records data for use in payroll processing.
- Compiles and maintains records for use in employee benefits administration.

Work Environment

- Primary work location is an office environment with considerable time spent at a desk viewing a computer monitor. Workspace is relatively free from unpleasant environmental conditions, noise, or hazards.



Physical Demands

- Primarily sedentary, lifting up-to 10 pounds regularly. Continuously requires vision, hearing, talking, and keyboarding. Frequently requires multi-tasking, working closely with team members, fine dexterity for repetitive, detail-oriented work. Occasionally requires time pressures, frequent changes of tasks, moving between workspaces or meeting rooms, carrying, reaching, and bending or crouching.

Disclaimer:

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities, or requirements.

Why Choose SKR + CO?

- Challenging work with a talented team of professionals, in a fun, collaborative environment
- Professional growth and development with an opportunity to lead and mentor or coach others
- High level of responsibility, challenge, and professional reward
- Work-life quality with competitive pay and benefits package
- Live in the Pikes Peak region; we have a [14er in our back yard!](#)
- Scenic [hiking and biking trails](#), the [Manitou Incline](#), Pikes Peak Rodeo, Cheyenne Mountain Zoo, [Seven Falls](#) and Cave of the Winds are all combined in a small-town atmosphere.
- Relocation package may be available

How to apply:

If this sounds like the opportunity you have been searching for, we would love the opportunity to connect. Please send your resume to www.skrco.com/careers.

Learn more about SKR+CO at skrco.com.