



Patriot Technologies, LLC
4400 Leisure Time Drive
Diamondhead, MS 39525

Personnel Assistant I/II/III

TERM: Contract

POSITION OVERVIEW:

Provide personnel support to the Office of Human Capital, NASA Stennis Space Center

POSITION LOCATION:

Stennis Space Center, MS.

POSITION REQUIREMENTS

Minimum Qualifications

- High School diploma or equivalent (GED)
- Combination of 4-6 years of education or related experience; experience must be in a related field
- Excellent written, oral, and grammatical skills
- Computer: Be able to demonstrate proficiency using MS Word, Excel, and Outlook, and other computer applications
- Communication: Ability to interact and communicate with individuals at all levels
- Interpersonal: Demonstration of poise, tactfulness, diplomacy, and good interpersonal skills

ESSENTIAL FUNCTIONS

Personnel Support

Personnel Assistants perform a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors.

Personnel Assistant I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures

and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times.

Personnel Assistant II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or providing reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. *Extensive knowledge of office software programs.*

Personnel Assistant II

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. *Advanced experience with office software packages may be needed.*

General Office Support

- Telephone services
- Appointment and Schedule Services
- Visitor Services
- Meeting, Telecommunication, and Scheduling Conference Services
- Information Dissemination
- Ordering Supplies
- Copying/Faxing/Graphic/Photo Services
- Records Management

Data Management Support

- Desktop Processing
- Travel Coordination
- Correspondence Tracking
- Time and Labor Collection

- Property Coordination
- Move Coordination
- Training Coordination
- Information Services Coordination
- Special Events Coordination