

Office Manager/HR Assistant

The Office Manager/HR position is a combination of administrative oversight, human resources, safety, training, keeping USS compliant, Health Benefits and basic bookkeeping tasks. The position requires detailed management of multiple tasks daily.

Key Responsibilities include but are not limited to:

- Assist Owner in screening, evaluating and interviewing new hires.
- Processing and data entry of new hires and terminations.
- Maintaining employee records, making sure Guard Cards are up to date.
- Documenting and assisting in disciplinary action, and Human Resource issues
- Initiates Workers Compensation Claims, FMLA/CFRA and maintains records.
- Protects the interests of the employee and company in accordance with the company Human Resources policies and Employee Handbook.
- Assists with the implementation of company safety and health programs. Tracks and posts OSHA required data and files reports.
- Assists Owners with developing and executing BSIS compliance of 32 Hour Mandatory Training of guards.
- Assists Payroll with Income Withholding Orders and National Medical Support Notices.
- Corresponds with EDD and unemployment records tracking.
- Keep office supplied, order patches, and uniform inventory.
- Administrative interface during office hours – answering phones, filing, correspondence with clients, report requests, resident complaints
- Perform other related duties, tasks and projects as assigned.

2 + years of progressive leadership experience in and Office Management position

Experience in payroll administration, onboarding new employees, and Human Resource

Specialized training in employment law, compensation, employee relations, and safety preferred

Must Have

Excellent verbal and written communication skills

Ability to multitask in stressful situations, with attention to detail.

Proficiency in MS Excel, Word, and Power Point.

Full-Time

\$21-\$25/hr

Resumes to: BBSICConnectSJ@bbsihq.com

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