



## CHEYENNE MOUNTAIN ZOO

### Job Description

**Position Title:** HR Assistant (Part-time)  
**Department:** HR  
**Reports to:** Director of Career Development and EdVenture  
**Supervises:** None  
**FLSA Status:** Non-Exempt  
**Potential Salary:** \$20.00/hour

**POSITION SUMMARY:** This part-time position is a true support for the administrative aspects of the HR Department. Assists with maintaining employee records, reviewing regulatory compliance procedures, and assists the HR Generalists with day to day department related tasks. Promotes professional working relationships with both staff and external customers. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Associates Degree in Human Resources or related field is preferred. Equivalent work experience will be accepted in lieu of education.
- Minimum of 2 years of administrative experience.
- This position handles highly sensitive information and the need for discretion and total confidentiality regarding personnel records is mandatory.
- Ability to effectively problem solve using critical thinking and judgment that is consistent with the Zoo's culture in addition to standards, practices, policies, procedures, regulation and/or governmental requirements.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both staff and external customers.
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be able to provide proof that you can legally work in the United States.
- Computer efficiency in computer applications such as Word, Excel, internet and email is a must.
- Must have the ability to establish and maintain effective working relationships with co-workers, vendors, Zoo staff.
- Must have or demonstrate the ability to acquire superior customer service skills in order to effectively interact with the public.
- Ability to multi-task and pay attention to detail in a fast-paced environment
- Take ownership and pride in responsibilities
- Ability to make good decisions and remain calm under pressure
- High energy level
- Must have creative problem solving skills
- Able to work with minimal direct supervision

#### **RESPONSIBILITIES AND DUTIES:**



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#### **ORGANIZATIONAL EXPECTATIONS:**

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures and OSHA safety guidelines.
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

#### **DEPARTMENTAL EXPECTATIONS:**

- Assist with updating personnel files of both current and former employees, as needed. To include the on-boarding and off-boarding processes of employees.
- Assist with the maintenance of worker's compensation cases as needed.
- Assist in maintaining and enhancing the Zoo's employee relationships.
- Maintain strong relationships with Zoo bankers, insurance representatives, worker's compensation representatives and other external relationships.

Date