



JOB ANNOUNCEMENT

Position Available: Human Resources Representative
Hours: 9.00 am – 5:00 pm
Starting Date: ASAP
Salary Range: Grade 6

Since 1972, 4Cs of Alameda County has been dedicated to providing child care referrals, education, nutrition services, and payment assistance to children, families, and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children.

The Human Resources Representative is responsible for performing a variety of administrative support and clerical functions for the Human Resources Department. This non-exempt position reports to the Director, Human Resources.

MAJOR DUTIES & RESPONSIBILITIES

- Responsible for processing payroll and maintaining leave balances through Paycom
- Responsible for maintaining the personnel files of all employees
- Responsible for updating the HR section of SharePoint
- Responsible for processing recruitment requests, scheduling interviews, job offers, etc.
- Responsible for processing employment verification requests
- Serve as daily back up for the Receptionist
- Process all employment verification requests
- Conduct new hire orientations for the Agency
- Assist with open enrollment and year round benefit processing
- Process background check request and perform reference checks for the Agency

POSITION QUALIFICATIONS

- Must have at least three years Human Resources experience
- Experience working at least one payroll system
- Bachelor's Degree Preferred
- Microsoft Word and Excel experience
- Ability to work independently
- Must be detailed oriented
- Experience maintaining confidentiality
- Excellent verbal and written communication skills

For consideration, please fax resume and cover letter to: 4Cs of Alameda County, 22351 City Center Dr., Suite 100 Hayward, CA 94541 Fax: 510 538-1736 or email to resumes@4c-alameda.org.

The Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.