

# NOW HIRING

## HR ASSISTANT

### JOB DESCRIPTION

We are seeking a highly organized, proactive HR Assistant with strong experience in recruiting and talent acquisition. This role is responsible for supporting end-to-end hiring processes (job posting, phone screening, video interviews), HR administrative support, and employee engagement initiatives such as newsletters and events. The ideal candidate is detail-oriented, team-focused, and able to handle confidential employee information with discretion.

### KEY RESPONSIBILITIES

#### *Recruiting and Hiring Support*

- Post job openings across internal systems, job boards, and social media.
- Review resumes and screen candidates via phone.
- Conduct video interviews and assist managers throughout the interview process.
- Coordinate interview schedules and communicate with candidates.
- Track applicant activity.

#### *HR Communications and Engagement*

- Assist in creating and distributing the monthly employee newsletter.
- Support planning and execution of employee engagement events, recognition programs, workshops, and team activities.
- Help develop content and gather materials for HR communications.

#### *HR Administration*

- Maintain organized employee files and personnel records (digital and hard copy).
- Process, code, and submit invoices related to HR expenses (events, training vendors, etc.)
- Provide accurate data entry and document management for HR processes.
- Track and support compliance with leave programs (including FMLA tracking, documentation, and reporting).

#### *Compliance and Reporting*

- Assist with tracking FMLA, ADA, and other leave administration in accordance with federal and state regulations.
- Support HR compliance audits and internal reporting.
- Respond to internal HR requests from employees and managers in a timely, professional manner.

#### *General Support*

- Partner with HR team members on special projects.
- Provide general administrative support, such as scheduling meetings and preparing HR documents.
- Assist with onboarding tasks and new hire paperwork as needed.

APPLY: Upload your resume through the Bella Collina Website or email to Ana Jaramillo at [ajaramillo@bellacollina.com](mailto:ajaramillo@bellacollina.com)



# QUALIFICATIONS

## *Required*

- 1-3+ years of HR or recruiting experience, including phone screening and interviewing.
- Proficiency with ADP and Microsoft Suite apps.
- Strong written and verbal communication skills.
- Excellent organizational skills and ability to multitask.
- High level of professionalism and confidentiality.
- Bilingual (Spanish) is required.

## JOB TYPE

Full Time

## PAY

\$23.00 - \$25.00 Hourly

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407.469.4999



[BellaCollina.com](http://BellaCollina.com)



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