

## **Pine Mountain Lake Association Job Description**

**Job Title:** Human Resource Assistant  
**Job Code:** 50  
**Employee Name:**  
**Department:** Admin  
**Location:** Admin  
**Reports To:** Human Resource Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 1/22/2026 sa

### **SUMMARY**

The Human Resource Assistant provides administrative support and services that contribute to the effective and efficient operation of PMLA's Human Resources Department. This role upholds a high standard of professionalism and courtesy while assisting with daily HR functions and ensuring smooth departmental workflow.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Maintains accurate, organized, and up-to-date personnel files, records, and HR documentation.
- Protects the integrity and confidentiality of all employee information.
- Conducts periodic audits of HR files to ensure all required documents are collected, complete, and properly filed.
- Responds to routine questions from applicants and employees regarding policies, benefits, hiring processes, and general HR procedures.
- Routes complex or sensitive inquiries to the appropriate HR staff or management.
- Assists the HR Manager in ensuring compliance with federal, state, and local employment laws and regulations.
- Provides clerical and administrative support to the HR Manager as needed.
- Serves as a liaison between the Association and external benefits providers, including health and retirement plan vendors.
- May assist Accounting with payroll functions, including reviewing payroll and addressing employee questions related to payroll or payroll systems.
- Coordinates and schedules employee training sessions.
- Assists with or conducts new hire orientations to ensure a smooth onboarding experience.
- Assists with or conducts exit interviews and ensures proper offboarding procedures are followed.
- Supports the planning and execution of employee events such as recognition programs, holiday celebrations, and retirement gatherings.
- Performs additional duties as assigned to support HR and organizational needs.
- Maintains regular and punctual attendance.
- Completes other tasks or responsibilities as directed.

### **REQUIRED SKILLS/ABILITIES**

- Demonstrates strong verbal and written communication abilities.
- Exhibits exceptional interpersonal skills, effectively managing sensitive and confidential matters with tact, professionalism, and diplomacy.
- Shows outstanding organizational skills and a high level of attention to detail.
- Proficient in Microsoft Office Suite and related software applications.
- Skilled in - or able to quickly learn - payroll management systems, HRIS platforms, and other HR-related computer applications.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree in related field required. Prior related office experience and/or training; or equivalent combination of education and experience of six months to a year.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, governing documents, and rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, committee members, property owners or employees of Association.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER SKILLS AND ABILITIES**

Ability to understand specific construction tools and practices.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit.

The employee must occasionally lift and/or move up to 25 - 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.