

Bi-Lingual, Part-time Human Resources Assistant

Are you a detail-oriented morning person looking for a part-time position that offers the ability to be part of an HR team? Do you find satisfaction in serving as the face of HR for front line team members? If this sounds like you and you are available to work from 6:30am-11:30am Monday – Friday, consider joining our team at Landscape Design Services as a *part-time* **Human Resources Assistant**.

Landscape Design Services was founded in 1968 at the same location it remains today, between Holland and Grand Haven. Since then, the business has grown to become the largest full-service landscape company in West Michigan with nearly 200 team members. Our growth has been fueled by the one-on-one long-term relationships our designers and service staff have developed with our clients. Our team and service are our strength. We are looking to add to our strength with a new part-time Human Resources Assistant that will:

- **Work an average of 25 hours per week**
- **Be eligible for benefits** – *paid time off, paid holidays, retirement, employee discounts and more!*
- Provide recruitment support for direct hire positions including posting job advertisements, scheduling interviews, extending offer letters, and processing pre-employment screenings
- Coordinate and facilitate return from lay-offs, new employee onboarding (including hire orientation), and off-boarding, ensuring all employment paperwork is completed accurately and timely
- Support benefits administration including employee communications, enrollment, invoice verification, qualifying event changes, and COBRA administration
- Communicate Employee Handbook policies and other HR related items and serve as point of contact for day to day employee policy questions

We believe a successful **Human Resources Assistant** will come equipped with the following:

- Strong attention to details – required
- Effective communication – someone who is professional, yet approachable, calm, and respectful of confidential information – required
- Desire and ability to work successfully in both collaborative and independent environments – required
- Fluent Spanish language skills – preferred
- Associates Degree and Human Resources related experience – preferred
- Proficiency with Microsoft Office (especially Excel) – required

If you are interested in joining our team as our *part-time* **Human Resources Assistant**, please submit a resume to apply. Applications will be immediately and confidentially considered. We look forward to connecting with you soon!

To learn more about us, please visit us at www.landscapedesign.com.