



has an opportunity for a

Human Resources (Administrative) Assistant
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

In support of the Human Resources Department and staff, the Human Resources Assistant performs a variety of administrative duties.

Responsibilities:

- Manage HR files and personnel records, ensuring all required documents are collected, organized, and maintained accurately.
- Provide information employees regarding HR policies, programs, and procedures.
- Assist with notices, tracking data, and preparation of routine monthly reports.
- Conduct regular audits of HR files and records to ensure compliance
- Support recruiting and onboarding activities as needed
- Works in collaboration with HR and Corporate Office staff relative to daily HR and Corporate Office functions, as needed.
- Support HR team projects and initiatives as needed; perform other administrative duties as assigned

Minimum Qualifications:

- High school diploma or General Education Degree (GED) required
- 1-2 years administrative experience; prior HR experience preferred
- Strong organizational and multi-tasking skills; self-directed with attention to detail.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel).
- Excellent interpersonal communication skills, both written and verbal.
- Ability to effectively present information in one-on-one and small group situations, and to effectively respond to detailed inquiries from management and staff.
- Ability to maintain strict confidentiality and exercise discretion with sensitive, confidential information.
- Desire to be an integral part of Human Resources and a customer-focused team.

Salary: Hourly pay rate from \$20.00. The actual hourly rate may vary based on experience, equity, market, and Agency considerations.

Benefits: Comprehensive employee benefits package includes:

- Medical, Dental, Vision
- Life Insurance & Long Term Disability
- 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.