



**REPORTS TO**  
**Director of Human**  
**Resources**

**HOURLY RATE**  
**\$21.00**

**FULL-TIME**

**FLSA STATUS**  
**Non-Exempt**

**[APPLY NOW](#)**

**PHONE**  
**936-633-0228**

# **HUMAN RESOURCES**

## **ASSISTANT**

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### **DESCRIPTION**

Plays a crucial role in supporting the administration of employee benefits programs and assisting with various HR functions.

### **QUALIFICATIONS**

- High school diploma or GED equivalent required.
- An Associate's degree in a related field is preferred.
- Five (5) years experience in Human Resources with experience in benefits administration is required.
- Valid Texas Driver License.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of federal, state, and local laws and regulations governing HR/benefits administration.
- Detail-oriented with a high degree of accuracy and good organizational skills.
- Ability to work in a fast-paced environment, prioritize, and perform under pressure as needed.
- Excellent interpersonal, verbal, and written communication skills.
- Proficient with Microsoft Office Suite, human resource information system (HRIS), and similar computer applications.
- Ability to handle sensitive and confidential information with discretion.

### **MAJOR DUTIES**

- Maintain accurate and up-to-date human resource files, records, and documentation in compliance with applicable legal requirements. Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to appropriate HR staff or the Director of Human Resources & Civil Service.

**This position is an essential service position and will require providing services during emergency situations.**

**Human Resources  
Department  
Lufkin City Hall  
300 E. Shepherd  
Ave., Suite 226  
Lufkin, TX 75901**

- Maintain the integrity and confidentiality of human resource files/records and all information obtained.
- Assist in the development, implementation, and maintenance of benefits plans, ensuring compliance with city policies and legal requirements.
- Coordinate with benefit providers, vendors, and internal teams to resolve issues related to benefits administration.
- Process employee enrollments, changes, and terminations in benefit plans accurately and in a timely manner.
- Responsible for monitoring benefit premiums in payroll and reconciling for monthly bill payments.
- Prepare and distribute communication materials regarding benefits updates and changes.
- Act as a liaison between the organization and external benefits providers and vendors, which may include health, vision, dental, and disability plan providers.
- Conduct orientations to educate employees about their benefits packages.
- Assist with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Contribute to the fulfillment of department and company objectives and goals.
- Comply with all department and company policies, procedures, and regulations.
- Perform other duties as assigned.