SENIORS FIRST, INC JOB POSTING

HUMAN RESOURCES ASSISTANT

VETERANS PREFERENCE

The culture at Seniors First, Inc. is built on our shared core values – Respect, Transparency, Integrity, and Service. **Respect** - We exhibit care, concern, and consideration for the needs of our clients, staff, and community. We recognize it takes people with different ideas, strengths, interests, and cultural backgrounds to make our organization and our mission successful. **Transparency** - We hold ourselves accountable to our donors, partners, and those we serve. - We build trust by disclosing performance, financial position, and governance of the organization. **Integrity** - We take responsibility for how we treat our clients and colleagues and the impact of our actions. -We conduct ourselves honestly, ethically, and responsibly. **Service** - We are committed to quality and excellence in the services we provide. We deliver compassionate care to the seniors in our community.

Our team is based on these characteristics, so it's important that you share these values. These core values are deeply ingrained principles that guide our agency's actions and serve as our cultural cornerstone. If you share these core values, we would like to invite you to apply and possibly join our team.

Be responsible for carrying out policies relating to all phases of human resources activities and insuring regulatory and legal compliance. These duties include assisting with recruitment/posting, onboarding, benefits administration, Affirmative Action, and employment law compliance. Maintaining personnel files, preparing, and generating reports, composing various emails/letters/forms, policy implementation, and other HR issues.

- Able to exhibit a high level of confidentiality.
- Outstanding knowledge of MS Office Suite.
- Excellent communication and people skills.
- Desire to work as a team with a result driven approach.
- Aptitude in problem solving.
- Excellent detail and organizational skills.
- Ability to meet deadlines in a fast-paced environment.
- A multi-task master.
- Customer-service oriented.
- Able to work in stressful situations and can react in a calming manner.
- Able to deliver effective results, meet tight deadlines and targets.
- Knowledge of employment practices/labor laws a plus.
- Knowledge of recruitment/employment process a plus.
- Knowledge of HRIS systems (e.g., Paychex) a plus. Must be able to learn other software programs required by the department.

This is a full-time position working Monday – Friday at 40 hours per week.

All applicants must be able to demonstrate the ability to pass a pre-employment drug test, Level 2 background screening and driver's record check.

Position Opens: October 28, 2026 Position Closes: November 28, 2026

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE/Vets/Disabled

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.