

Human Resources Assistant

About the role

We're looking for an enthusiastic, people centric Human Resources Assistant to be the face of the department and to help us build and maintain a strong team member foundation that supports the business' goals, vision and culture.

We Have

- A big vision and a growing team in several lines of business with diverse backgrounds.
- An open mind for new ideas and methodologies.
- Complex and difficult problems to solve.
- Open, fun office environment that helps foster collaboration and innovation.

What We Need You To Do

- Provide assistance in administering employee benefit programs.
- Answer questions regarding eligibility, benefits, and other relevant information
- Monitors and reviews bills for accuracy, and verify for payment.
- Ensures all information is accurate in the Team Member Database.
- Tracks employee's insurance information.
- Inputs new employee insurance information.
- Record data for each employee, such as address changes, position changes, or name changes, absences, verification of employments, and dates of and reasons for terminations.

What You'll Need

- Excellent verbal and interpersonal communication skills.
- Able to work independently as well as part of a team.
- Organized, detailed, and accuracy oriented.
- Must be able to stand for long periods of time.
- Degree in Human Resources or related fields is preferred.
- 1 year HR experience preferred.
- Excellent communication skills (both verbal and written).
- Ability to handle confidential information.
- Ability to deal with difficult situations in a professional manner.
- Must be self-motivated, persistent, and have the ability to prioritize workloads.

A Day In The Life

- Visit our coffee shop to give your day a kick start. Choose coffee, a coffee specialty drink, an energy drink, tea, juice or soda. It's all on the house!
- Take a ride down the slide to get something from our snack bar, visit the Talladega tunnel turn complete with an actual NASCAR or maybe just admire Stan the full-sized T-Rex fossil
- Let your ideas percolate while practicing your golf skills on one of our VirtualGreens or FullSwing virtual driving ranges. If golf isn't your thing, play one of Mozart's favorite games, billiards. Better yet, start a friendly shuffleboard or video game battle before you visit the Virtual Reality room to round out your afternoon.

This is an onsite position in Sioux Falls, SD

Company Information

At Carsforsale.com we have a passion for vehicles. Founded in 1999, privately-owned, and headquartered in Sioux Falls, SD, the Carsforsale.com team continually develops tools and website features that give both consumers shopping our inventory portal and dealers utilizing our product suite the ultimate experience they expect when buying and selling a vehicle.

Specialists in Sales, Dealer Relations, Graphics, Software Development & IT, Operations and Innovation offer our nationwide dealership network the tools needed to be successful at an affordable rate. From Carsforsale.com vehicle listings and custom dealership websites to inventory, lead, and data management solutions, we focus on innovation and user satisfaction to drive our products to the next level.

To Apply

For more information or to apply online, visit www.carsforsale.com/careers, please note: HR Assistant in the comment box.

Carsforsale.com is an Equal Opportunity Employer.