

Human Resources Assistant

Smokies Life is seeking a detail-oriented and people-focused **Human Resources Assistant** to support our team and help advance our mission in partnership with Great Smoky Mountains National Park.

The HR Assistant manages day-to-day payroll operations and supports a wide range of HR functions, including onboarding, benefits administration, personnel file management, audits, unemployment documentation, and employee training. This position requires strong attention to detail, excellent communication skills, and a commitment to confidentiality and high ethical standards.

Key Responsibilities

Payroll & Timekeeping

- Manage timekeeping and payroll processing with accuracy, timeliness, and confidentiality.
- Review and post payroll entries, pay rates, deductions, bonuses, and related data.
- Train supervisors and team leads on effective, compliant timekeeping practices.

Personnel & Benefits Administration

- Support the personnel tracking system and process HR documentation.
- Coordinate new-hire paperwork and onboarding; orient employees on Smokies Life benefits.
- Maintain personnel files and digital HR records.
- Assist with administering employee benefits, including health insurance and other programs.

Compliance & Reporting

- Assist with unemployment insurance audits; prepare and submit required separation or unemployment documentation.
- Maintain required employment records and complete employment censuses.
- Uphold strict confidentiality in compliance with HIPAA and all employment regulations.

Recruitment & Employee Support

- Partner with the HR Director and supervisors to recruit, interview, hire, and retain a mission-driven workforce.
- Support employee orientation, training activities, and recognition events.

- Stay current on HR best practices by attending training as needed.

General Organizational Support

- Provide clerical and administrative assistance to staff and the general public.
- Operate computers, office equipment, and common software tools.
- Maintain regular in-person attendance at headquarters and travel as needed

Qualifications

- Experience in payroll processing, HR administration, or a related field preferred.
- Strong organizational skills and attention to detail.
- Ability to maintain strict confidentiality and handle sensitive information.
- Excellent communication and customer service skills.
- Proficiency with computers, HRIS/timekeeping systems, and common office software.
- Proficiency with Microsoft Word and Excel
- Ability to work independently and collaboratively.

Why Work at Smokies Life?

- Meaningful work that supports the mission of Great Smoky Mountains National Park
- A collaborative, mission-driven workplace
- Opportunities for professional growth
- Employee benefits offered (health insurance, retirement plans, etc.)

Salary starts at \$44,264/yr

To see the full job description and apply, please go to our website at [Employment | Smokies Life](#). Send your application, resume, and cover letter to kelli@smokieslife.org.

Applications accepted through April 24, 2026