

WILLIS LEASE FINANCE CORPORATION
Job Description

Job Title Human Resources Assistant

Department Human Resources

FLSA Status Non-Exempt

Location Coconut Creek, Florida

SUMMARY

The Human Resources Assistant is a hands-on representative of the Human Resources department whose job is to help facilitate all administrative Human Resources functions. Performing all duties and responsibilities in such a way as to ensure accurate, timely, and efficient service to all internal and external clients of the Department.

Essential HR Functions:

Acts as a department liaison with employees, contractors, and the public.

Performs a variety of administrative related tasks supporting the HR department; including but not limited to department scheduling, receiving, and mail processing & disbursement.

Prepares all HR vendor invoices for payment approval by VP of HR and submits to AP department for payment processing by required deadlines.

Processes all pre-employment background screening (including FAA employment, drug & alcohol screening) as needed.

Respond and completes all verbal or written verification of employment (VOE) requests timely (within 24-48 hours of receiving the request).

Responds promptly and accurately to general HR related FAQ's from employees. Redirect complex HR or Company policy related calls/inquiries/complaints to the appropriate person on the HR team.

Manages the department recruitment email box (joinus@willislease.com).

Manages all supplies (including ordering) for human resource department.

Coordinates & schedules on site HR department meetings with external clients/vendors.

Other duties and projects assigned.

Other Essential Functions:

Works closely with HR Manager & Corporate Marketing Manager on business card requests across the Willis Platform™ – proofing, ordering, tracking shipments to personnel.

Assist with placing orders for promo items, apparel, and/or corporate gifts for the Willis Platform™

- Keep track of promo item inventory for Willis Platform™
- Prepare and track shipments to proper personnel and ensure delivery

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Conference support:

- Place orders for conference marketing materials (pull up banners, table throws, printed collateral)
- Prepare conference shipments; track conference shipment materials to ensure delivery in a timely manner; track post-conference return shipments

Assist with social media content creation and publishing across all channels for the Willis Platform™ (LinkedIn, Twitter, Facebook, YouTube).

Assist with creation of email marketing campaigns across the Willis Platform™ via Oracle Eloqua.

Other company events support (as needed).

Required Skills/Abilities:

Minimum of 2 years' Administrative or related Human Resources.

Working understanding of human resource principles, practices, and procedures.

Organized with solid time-management skills. Outstanding verbal and written communication skills.

Ability to maintain confidential information.

Strong Microsoft Office software skills including Outlook, Excel, Word.

Solid technology skills (including publishing on social media platforms) a plus.

Education:

Associate degree in HR-related field required or related experience (Bachelor's preferred).