Operations Assistant

Description:
The Texas Democratic Party is currently seeking applications for an Operations Assistant to support our current staff with recruitment and management of human resource functions.

- This role will coordinate and track all job postings for the organization, both internally and externally.
- Additionally, the Operations Assistant will manage the onboarding process for all employees, including vetting and processing appropriate paperwork and leading orientation sessions.
- Ideal candidates will be extremely organized and able to juggle multiple obligations at once while understanding how to prioritize.
- Exceptional candidates have previous experience in human resource recruitment and management.
- The Operations Assistant will report directly to the Chief Operating Officer.
- The position is full time and a cycle position.

Core Responsibilities:
- Point of contact for all hiring managers.
- Create job postings and coordinate when and where jobs should be posted.
- Create offer letters, and communicate all requirements to new employees.
- Onboard new employees, overseeing all paperwork.
- Monitor and manage payroll and benefits.
- Additional duties as assigned by Chief Operating Officer.

Additional Responsibilities:
- Support Operations team, especially in creating and updating HR systems.
- Maintain accurate records and assist in using them to answer inquiries.
- Offboarding.

Required Skills:
- Strong interpersonal skills.
- Highly organized and committed to details.
- Ability to juggle multiple tasks and deadlines at once.
- Team building and motivating team members.

Required Tools:
- Reliable Transportation.
- A reliable laptop.
● A reliable cell phone
● Up to date vaccinations

Preferred Experience:
● Office experience-being part of a team
● Political experience not necessary, but recognize that the job will require more hours than a regular office position
● Bilingual a plus

Salary: $44,400/yr

How to Apply:
Please click here and fill out this form to apply for this position.