**Career OpportunitY: HR ASSISTANT**

**HR Assistant – Marsh & McLennan Agency – Lincoln, NE**

Why choose INSPRO, A Marsh & McLennan Agency (MMA)?

Make a career. Make a difference. When you work at INSPRO MMA, you’ll experience real opportunities to help people and businesses become more safe, secure, and successful. With INSPRO MMA, you can create a career that matters.

Interested? INSPRO, A Marsh & McLennan Agency (MMA) located in Lincoln, NE may be the place for you. As an MMA colleague, you’ll get personal and professional development, a driven and entrepreneurial team-oriented environment, and leaders at all levels who are committed to maintaining high levels of colleague engagement. Discover how much is possible as you grow or advance your career.

We are looking for a full-time HR Assistant to join our growing team in our Lincoln office.

**SUMMARY**

This position will provide human resources support for INSPRO’s six locations. This position will act with little supervision, anticipating needs while managing the day-to-day workflow and participating in a wide range of projects. The HR Assistant is a key contributor in areas of HR system maintenance, local and regional recruiting support, employee onboarding support with a continued focus of being an employer of choice.

**KEY RESPONSIBILITIES**

* Maintain HR recordkeeping and electronic personnel files and maintenance of HR systems
* Assist with the recruitment process that will include posting job requisitions, scheduling interviews, candidate assessments and ordering background checks
* Assist with the onboarding process that includes new hire paperwork and coordinating the training schedule as well as processing terminations
* Process benefit changes within our benefits admin site as well as with insurance carriers
* Prepare semi-monthly payroll data for processing and administer the time and attendance system
* Provide support for campus recruiting and internship programs along with associated processes.
* Help organize employee appreciation events (lunches, picnics)
* Assist with compliance related tasks for the organization
* Assist with special projects and reports as needed

**QUALIFICATIONS**

* High school diploma or equivalent is required
* College degree in Human Resources, Organizational Development, Business Administration or a related field preferred.
* Ability to effectively communicate both verbally and in writing.
* Maintain a positive work atmosphere by acting and communicating in a manner that instills good working relationships with customers, clients, co-workers and management.
* Must be detailed with excellent organizational and time management skills.
* Computer proficiency with Outlook, Excel Spreadsheets, and Word documents.

Marsh & McLennan Agency (MMA) provides colleagues the freedom to make a career and difference. We encourage you to explore your curiosity and creativity. We gain new insight from diverse thinking, and take risks on new ideas. We embrace a culture that celebrates and promotes the many backgrounds, heritages and perspectives of our colleagues and clients. We are always seeking those with ethics, talent, and ambition who are interested in joining our client-focused teams. More than just insurance brokers, we believe that a business culture that supports a healthy, safe work environment does so by offering the right benefits, programs, policies and opportunities to keep employees engaged and productive including: health and welfare, tuition assistance, 401K, employee assistance program, volunteer opportunities, and other programs.

You can apply your talent in bold ways that make a difference – at MMA. For more information about our company, please visit us at: http://marshmma.com/careers.