



BrightHouse, a business division of The Boston Consulting Group, is a global creative consultancy. We help organizations uncover their timeless purpose so they can grow their people, profits and social impact.

BrightHouse is looking for a Human Resources Assistant for their Atlanta office. The individual in this role will be responsible for many core duties that relate to recruiting, onboarding, benefits and employee life cycle. This is an important role within our team and the individual is required to interact and work effectively with all staff and represent BrightHouse and BCG in a manner consistent with our core values.

RESPONSIBILITIES INCLUDE:

- Assist with Recruiting execution to include posting jobs, screening candidates, scheduling interviews and greeting candidates
- Maintain candidate recruiting tracking system
- Assist with on-campus recruiting process
- Assist with onboarding new employees to include scheduling training sessions for new hires and processing employee new hire documentation with sensitivity to the confidential nature of the information
- Assemble and update employee information and communication throughout the employee life cycle (onboarding, transfers, exits, etc.)
- Assist with HR Online (HRO) entries and employee data changes
- Maintain employee files ensuring all appropriate documentation is received in a timely manner and regular audits are completed
- Order and distribute employee gifts such as new hire and baby gifts
- Maintain appropriate supply levels for all materials related to employment and benefits
- Assist with general employee inquiries, letters, verification of employment, benefits questions, etc.
- Perform other duties and ad hoc projects as assigned or required

QUALIFICATIONS

- Bachelor's degree
- 1-3 year's support/administrative experience, in human resources or similar function
- Intermediate Microsoft Office skills (Word, Excel, and PowerPoint)



KEY COMPETENCIES

- Ability to handle HR-related matters with complete confidentiality at all times
- Prioritize and plan work activities effectively and consistently provide high-quality output, often navigating competing priorities with composure
- Strong interpersonal skills with ability to develop effective working relationships with staff at all levels
- Commitment to client service, exceeding expectations, and demonstrating active listening skills, adaptability, and empathy
- Perform well under pressure, take initiative, and handle multiple tasks simultaneously with strong attention to detail
- Excellent oral and written communication skills
- Proactive problem-solver with ability to resolve conflicts with poise and tact
- Flexible team player with a can-do attitude, solid customer service orientation and dependability
- Consistently maintains a professional image, high standards of professional behavior and exhibits good judgment

To learn more about BrightHouse, please visit our website at www.thinkbighthouse.com. Interested applicants should submit a resume and cover letter to hr@thinkbighthouse.com and should submit an online application at www.thinkbighthouse.com/careers/

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