



**Turning Point for God
Job Opening – San Diego Headquarters**

HUMAN RESOURCES ASSISTANT

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The Human Resources Assistant will support the Human Resources Manager on a variety of administrative projects with an initial focus on converting hardcopy HR files to an electronic format as well as assisting with the recruiting process.

Essential Functions:

- Assists in the recruiting process
 - Update Job Descriptions
 - Post Ads
 - Initial review of resumes & assist with correspondence
 - Schedule phone and in-house interviews
 - Conduct phone interviews
 - Coordinate post offer background checks & drug screening
 - Test applicants using EmployTest
- Assist with new hire process primarily in Paycom
 - Review progress of new hire forms completed
 - Assist with new hire orientations
- Reviews monthly benefit billing/audit employee participation

Requirements:

- Excellent people and phone skills
- Working knowledge of California employment law
- Excellent command of Microsoft Word, Excel, Exchange
- Key 50 + words per minute, 98% accuracy
- Bachelor's degree and 2 years' experience or relevant experience and HR Certificate
- High level of confidentiality
- High level of tact and diplomacy

Other Requirements:

- Position is full-time at Turning Point International Headquarters in Lakeside, CA
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org