



## Job Description

### **HUMAN RESOURCES ADMINISTRATIVE ASSISTANT**

#### **Position Summary**

The Human Resources Administrative Assistant acts under the direction of the Human Resources Manager performing a wide variety of administrative, clerical and organizational tasks, assuring the smooth functioning of the Human Resources Department. This work calls for the frequent use of good judgment regarding agency policies, procedures and respect for the confidentiality of information handled.

#### **Responsibilities:**

- Provides administrative support to the Human Resources Manager;
- Assist with the recruitment process to include scheduling interviews, greeting job applicants, post open positions on various job boards and maintain an applicant tracking system;
- Assist with the reference and background procedures of possible candidates;
- Assist the HR Manager with onboarding and agency tours;
- Supports the Human Resources Manager in all phases of the recruitment process;
- Under the guidance of the Human Resources Manager may be called upon to respond to internal and external requests for employee related information;
- Aids the Human Resources Manager in maintaining employee personnel files;
- Maintains department filing of active employees and terminated employee;
- Monthly updating of agency's organization chart;
- Participate under the Supervision of the Human Resources Manager HR departmental projects as needed;
- Assist with various ad hoc projects; and all other duties assigned;
- Ability to work well under pressure in a fast paced environment;
- Ability to maintain confidentiality

#### **Administrative Relationships:**

The Human Resources Assistant reports directly to the Human Resources Manager and works collaboratively with other staff as required.

#### **Qualifications:**

College degree preferred with at least three years of experience in Administrative or Human Resources. Excellent organizational skills, strong ethics, and analytical skills a must; Excellent verbal and written skills; Applicant must have excellent computer skills, proficient in MS office programs.

#### **Hours:**

Core Hours: Tuesday & Wednesday 12:00pm to 5:00pm Tuesday, Wednesday; Thursday 2:00pm to 5:00pm and Friday 9:00am to 5:00pm.



**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate. The employee is frequently required to stand; walk; and operate and reach with hands and arms. The employee must frequently lift and/or move up to 5 pounds.

**Job Description Acknowledgement Form:**

I have received, reviewed and fully understand the job description above for position of Human Resources Administrative Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_