



POSITION DESCRIPTION

Human Resources & Administrative Assistant

SUMMARY/OBJECTIVE

Under the supervision of the Human Resources & Administrative Director, this position is responsible for providing support to the department by performing administrative and human resources support duties. The position serves as the project lead of some activities and project assistant on other activities.

ESSENTIAL FUNCTIONS

1. Assists with and records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
2. Processes employment applications and assists in other employment activities.
3. Updates employee files to document personnel actions and to provide information for payroll and other uses.
4. Examines employee files to answer inquiries and provides information to authorized persons.
5. Compiles data from personnel records and prepares reports.
6. Reviews archived files for destroy dates and scanning, scans paperwork when needed.
7. Computes wages and records data for use in payroll processing.
8. Compiles and maintains records for use in employee benefits administration.
9. Assists with duties of Finance as needed.
10. Other duties as assigned.

COMPETENCIES

- Knowledge of human resources functions.
- Proficient in computer applications for human resources tasks.
- Proficient in computer applications for word-processing & spreadsheets.
- Highly organized, self-motivated, & attentive to detail.
- Effective writing & interpersonal communication skills.
- Commitment to the confidential nature of all financial records.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This position is an exempt classification. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. This position may be required to work longer hours during project completion.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Two years human resources experience - OR --
- A combination of education & experience that demonstrates a working knowledge of human resources.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

