

Administrative Assistant, Human Resources

Reports To	HR Director
Department	430 Administration
FLSA Status	Non-Exempt
EEO Classification	Administrative Support Workers

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

Under the direct supervision of the Human Resources Director, provides assistance with the activities of record keeping, applicant pre-employment and onboarding, and computer based data administration.

General Description

Responsible for routine electronic and hard copy records retention and data administration related to employees, volunteers, and applicants. Will assist the HR Director with recruitment and onboarding of new employees and volunteers. Will be assigned a variety of project-based tasks including audits, report generation, benefits processing activities and employee engagement activities. Depending on applicant qualifications, additional training and responsibility associated with Payroll activities may also be included.

Essential Duties

	Duties	Frequency
1	Data Administration: processes employee data in multiple Human Resources programs and updates spreadsheets making the appropriate daily, weekly, or monthly adjustments.	25%
2	Records Retention: Reviews electronic and hard-copy records to ensure proper completion and maintains them according to the records retention schedule.	20%
3	Payroll Processing: accurately upload bi-weekly time and attendance files, accurately enter manual payroll adjustments, audit pre-payroll journal and complete other payroll related tasks.	15%
4	Recruitment: Assist HR Director with processing pre-employment paperwork and orientation paperwork. Complete employment verifications and other pre-employment correspondence.	15%
5	Audits: Assists with regular reviews of various HR data on monthly or annual schedules. May be responsible for	15%

correspondence necessary to accurately update records as necessary.

- 6 Reception: Provide overflow reception backup including fielding incoming phone calls, greeting visitors, and assisting the Administrator in administrative tasks as needed. 10%

Other Duties

Duties

- 1 Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs.
- 2 Adheres to all safety policies and procedures. Responds appropriately to Emergency Preparedness Plan.
- 3 Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
- 4 Employee Engagement: May assist with activities in support of Employee "Fun Squad" or Administrator, such as coordinating events, preparing spaces, creating communication, or facilitating activities both internally and in conjunction with community events.
- 5 Other duties as assigned by the Director of Human Resources.
- 6 Other Duties as assigned

Minimum Experience And Qualifications

Education: High School Diploma/GED

Ability to maintain confidentiality of information. Respects confidentiality of organization, employees, residents, and family.

Ability to prioritize projects and consistently meet deadlines

Available to work flexible hours as the needs of the department may vary.

Excellent customer service, phone and communication skills

Excellent organizational skills including accuracy, ability to multitask, and ability to stay on task/manage time efficiently.

Moderate Microsoft Office ability, including proficiency in Outlook. Position will require ability to utilize Excel including basic formatting and equations.

Experience: 2 year(s) preferred in Administrative, Bookkeeping, or Secretarial.

2 year(s) required in Microsoft Office (Excel, Outlook & Word).

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Climbing–Stairs, Ladders, Slope	Seldom (1% to 9%)	

Crawling	Seldom (1% to 9%)
Grasping/Handling	Frequently (55%-79%)
Kneeling	Occasionally (10%-29%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Standing	Periodically (30%-54%)
Twisting	Occasionally (10%-29%)
Walking	Periodically (30%-54%)

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
11 - 25 lbs.			Occasionally (10%-29%)
Pushing/Pulling	Distance	Activity	Frequency
1.1 - 10 lbs.			Frequently (55%-79%)

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to maintain concentration on a single task	Frequently (55%-79%)
Ability to maintain professionalism at all times	Constantly (80%-100%)
Ability to view computer monitor	Frequently (55%-79%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Seldom (1% to 9%)
Chemical Agents	Seldom (1% to 9%)
Dust	Seldom (1% to 9%)
Excessive Cold	Seldom (1% to 9%)
Excessive Heat	Never
Fumes, Odors	Occasionally (10%-29%)
Noise	Periodically (30%-54%)

Solvents, Petroleum Products
Vibration

Seldom (1% to 9%)
Never

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving--Vehicle/Equipment	Seldom (1% to 9%)
Hearing	Constantly (80%-100%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Frequently (55%-79%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

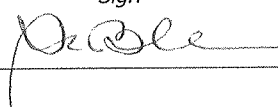
Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician Admin	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

Annie Ruppert



1/18/2019

Sara Blaw



1/18/19