



Position Description

DATE: July 2022

POSITION TITLE: Human Resources/ Administrative Assistant	CLASSIFICATION: Non-Exempt
REPORTS TO: Director, Human Resources and Office Management	SUPERVISES: None

Summary:

Performs a variety of administrative tasks for general office administration and the Human Resources Department.

Duties and Responsibilities:

- Assist the HR Department and hiring managers with company recruiting needs.
- Track the status of applicants through the hiring process.
- Assist the HR department with the onboarding of new staff.
- Assist, prepare, and maintain employee personnel files.
- Answer, screen, and direct phone calls to staff; take messages.
- Greet clients, visitors, and guests; determine the purpose of each person's visit and direct or escort them to the appropriate location.
- File a variety of paperwork.
- Rely on instructions and pre-established guidelines to perform the functions of the job.
- Perform supply management to include inventory levels, ordering, and distribution.
- Distribute mail daily (as required).
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Schedule and coordinate interviews, meetings, and appointments (as required).

Skills, Knowledge, and Abilities May Include:

- Excellent typing skills required.
- Proficient with Microsoft Office Suite or related software. (Microsoft products—Word, Excel, Outlook).
- Excellent verbal and written communication skills, including the use of proper spelling and grammar.
- Basic understanding of administrative and clerical procedures and systems.
- Ability to multitask.

Education and Experience:

- Associate's degree preferred, but not required in lieu of experience.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

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 occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time, on premises position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m.

Other Duties:

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.