



## Job Description

Job Title: Human Resources Coordinator/ Administrative Assistant	Division/Department: Administration
Reports to: Owen Sevier	Title: Chief Administration Officer

**POSITION SUMMARY:** The position will provide support for the Human Resources Department and the Chief Administration Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support for all human resource responsibilities and activities
- Provide administrative support for the office of the Chief Administration Officer
- Function as initial contact person for the department and division
- Provide general information for callers and visitors relative to human resource inquiries
- Be resource person for inquiries of general nature regarding division and departmental initiatives and/or activities
- Provide generalist support as both an HR professional and administrative assistant
- Other Human Resource and Administration Division projects and duties as may arise from time-to-time

**OTHER QUALIFICATIONS:**

- Must possess excellent communication, both oral and written, and organizational skills necessary to the position
- Must possess excellent relational skills to work effectively with individuals and groups

**EDUCATION and/or EXPERIENCE:**

- Must have a minimum 3-5 years combined human resource and administrative support experience
- Should have a 4 year degree in a business discipline, with emphasis on human resources (appropriate experience may be substituted in combination with formal education)
- PHR or SPHR highly preferred
- Must have demonstrated success in working in a customer relations intense environment
- Must have demonstrated success in dealing with tight deadlines and project management
- Candidate should have demonstrated experience in administrative support including, filing, document processing, etc.
- Ideal candidates will have a combination of experience and education demonstrating the ability to deal with all aspects of an HR environment, including but not limited to benefits administration, application processing, applicant processing, interviewing, FMLA, worker's compensation, salary administration, training delivery and coordination, wellness programs, new hire orientation techniques and delivery.
- Additionally, the ideal candidate will have the experience or demonstrated ability to assist and support the division VP with various other administrative needs and projects as required from time-to-time
- Knowledge of budget creation and monitoring is preferred.
- Should be knowledgeable of applicable laws and regulations guiding the work of a human resource environment

**COMPUTER SKILLS:**

Must be proficient in using Microsoft Office applications (Word, Excel, access, etc.).

**PHYSICAL DEMANDS:** The physical demands are representative of those required for successful performance in this and similar positions. Minor lifting of files, stooping, bending, sitting, using phone systems. Lifting requirements should not exceed 25 lbs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.