

Job Title Administrative Assistant-H.R.	
Hourly Pay Rate \$15.00	Time-base 119-day Part-time, Seasonal, Temporary
Job Overview This position performs a variety of clerical, administrative, and office support to the Human Resources (HR) Department.	
Duties and Responsibilities include, but are not limited, to the following:	
<ul style="list-style-type: none"> • Provides excellent customer service; in-person, by phone and via email, by answering questions from the public and employees and works with frequent interruptions. • Reviews employment paperwork by verifying the completeness and accuracy of forms and documents and assists with questions. • Enters accurate data information and processes employment badges, background checks, employment eligibility verification, and other records in various computer applications. • Files and organizes documents and personnel records. • Copies and assembles employment packets, forms, etc. • Operates a variety of office equipment including a computer, copier, scanner, fax machine, telephone, and utilizes various computer applications. • Follows compliance and company regulations when working with sensitive and confidential information. • Receives, collects, sorts, date stamps, and distributes mail. • Assists HR team with various special projects. • Performs other related duties as assigned or requested when needed. 	
Qualifications	
<ul style="list-style-type: none"> • Excellent customer service and communication skills. • Detail-oriented, organizational skills, quick learner, ability to multi-task, work independently, and meet deadlines. • Knowledge of office procedures and office equipment including computers and applicable software applications. • Good judgement and professionalism. • Ability to maintain confidentiality of staff and company records. 	
Working Conditions	
<ul style="list-style-type: none"> • Works in a standard office setting operating standard office equipment. • Pushes and pulls file drawers. • Works a flexible schedule including weekends when necessary. 	