



JOB DESCRIPTION

Job Title: **HR & Office Assistant**

Reports to: HR, Office & Technology Services Manager

Supervises: N/A

Job Code: 520

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: \$19.25 - \$25.60 (\$40,050 to \$53,266)

Position Summary:

Performs a variety of skilled administrative and clerical duties directly related to human resources and office support logistic activities. Provides support maintaining employee database and files. Provide assistance with new hire process. Serves as support for inventory and receiving. Must maintain all coalition employees' and client information/data confidential. Maintains inventory and supports procurement receiving.

Essential Job Functions:

Human Resources

- Responsible for scanning, filing, and helping with documents related to HR.
- Responsible for maintaining Contact list for CEO and other Directors as needed.
- Maintain Staff contact list and provide support with the COOP emergency contact list.
- Conduct research as directed.
- Provide support during annual benefit enrollment period and after each new hire.
- Provide support with schedules for interview process.
- Send correspondence after interview process and create copies for HR files.
- Enters new hire data into HRIS system per recruitment records as directed.
- Assists with the maintenance of the personnel files to ensure compliance with rules and regulations.
- Provide support in the maintenance of database systems to meet the requirements of the ELCOG for reporting.
- Assists in updating Personnel Policies and Procedures Manuals on a timely basis.
- Assists in the hiring process by coordinating job posting on web site and/or newspapers as directed.
- Collects, monitors, organizes, and reports data as required by Senior Staff.
- Assist with onboarding of new staff.
- Assist with annual review of the HR software database.
- Assist with new hire screening process.

Administrative Support

- Provide assistance to the reception area as needed.
- Facilitates the generation of special reports.
- Assist with timely annual completion of ELCOC inventory.
- Other duties as assigned related to departmental needs.

Facility Support

- Assist in submission of tickets for repairs in absence of the HR, Office & Technology Manager.
- Serves as point of contact for repairs in the absence of the HR, Office & Technology Services Manager.

Receiving and Procurement

- Responsible for receiving all items purchased by the Coalition on a daily basis and updating the Coalition receiving software.
- Counts, inspects and organizes goods to ensure items match the shipping slip or packing list for each order/delivery.
- Sends email notification of items received to the appropriate department/staff for item retrieval.
- Submit packing slips and/or Purchase order receipts to Finance for payment.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to work with several groups of users simultaneously.
- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar to prepare and read documents and correspondence.
- Ability to plan, organize, coordinate multiple projects, set priorities, meet deadlines and follow-up on delegated assignments with little or no supervision.
- Knowledge of administrative and clerical procedures, equipment, and systems such as copier, fax, scanners, word processing, managing files and records, designing forms, and other office procedures.
- Proficiency in the operation and use of personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
- Ability to effectively communicate sensitive information and exercise sound judgment within scope of authority.
- Knowledge of customer service techniques.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- The employee is frequently required to stand; walk, stoop, and kneel.
- The employee must be able to lift and or move up to 30 - 50 pounds. Specific vision abilities required by this job include close vision and distance vision.
- Ability to establish and maintain effective working relationships with a variety of constituents.

HR & Office Assistant

- Ability to identify and solve problems and deal with a variety of variables.
 - Strong attention to detail and accuracy.
 - Must possess a valid Florida Driver's License with ability to travel and make providers/vendors/suppliers/board meetings to and from work, and to travel to off-site locations.
 - Ability to work flexible/hours schedule i.e. occasional Saturdays, early mornings or evening hours.
 - Professional appearance and presentation.
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Education and Experience:

- Associates Degree with three (3) years directly related experience in the HR field preferred.
- Demonstrated experience exposed to sensitive information that requires considerable use of tact, diplomacy, discretion, and judgment. Proven experience related to monitoring/auditing for compliance purposes.
- Knowledge of Abila or other fund accounting experience a plus.
- Expert level Word, Excel, Access, SQL, and database administration skills preferred.
- Experience in SharePoint Access Platform and **Salesforce** preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

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By Fax to: 407-749-0287

By Mail to:

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