

JOB TITLE: Human Resources Administrative Assistant

**Human Resource Administrative Assistant
Plano, TX**

**Requisition #20041
Job Grade: 9**

Reports to: Tammy Sinn

SUMMARY:

The Human Resources Administrative Assistant will provide administrative support to the human resources department including recruiting, benefits, employee files, new hire orientations, time keeping, and invoice reconciliation. This position is also responsible for front desk responsibilities including answering and directing phone calls, greeting visitors and employees, and distributing mail and faxes. The HR Administrative Assistant will support other projects and departments as needed.

Stellar customer services skills, professionalism, confidentiality, attendance and punctuality are essential to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and direct incoming calls; greet employees and visitors; check in visitors
- Processes employment and enrollment applications.
- Conducts reference checks during recruiting process.
- Provide back up support for other payroll tasks to include timecard verification.
- Provide administrative support for wellness program activities.
- Learn the system and process to enter training in database; monitor status of training needed/completed
- Submit temporary employee timecards to agencies; track temporary employee hours and earnings for metrics
- Assist with new hire orientation
- Update employee's statuses in appropriate databases (i.e. Who's on Location, training, beBetter Health, Trainer Bubble, etc.)
- Update and maintain company's organizational chart.
- Distribute mail and faxes daily; send interoffice mail to other locations bi-weekly
- Order office supplies; orders gifts and flower arrangements for occasions
- Order food for meetings and conferences. Reserve conference rooms as needed. Assist with set up of monthly company meetings.
- Create monthly company newsletter
- Deposit incoming checks; manage front desk petty cash
- Update information on lobby monitor
- Assist all departments with projects, as needed (i.e. Training and HR projects, Employee Activities Counsel meeting requests and flyers, Wellness Program emails and postings, Marketing department organizational projects, etc.)
- Learns about Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by manager or department head

COMPETENCY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- Excellent customer service skills are essential to this position.
- A high school diploma or GED and a minimum of 1 year experience as an administrative assistant or receptionist. Human Resources experience is a plus.
- Experience with a multi-line phone system and above average skill in Windows software including Outlook, Word, Excel, Publisher, and PowerPoint.
- Excellent, professional written and verbal communication skills are required.
- Confidentiality is a must.
- Ability to follow all applicable Business Management System (BMS) processes.

Management Competencies:

(Management experience required)

- None

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English.
- Attendance and punctuality are essential to this position.
- Ability to compose reports and correspondence.
- Excellent written and verbal communication skills.
- Ability to use word processing, spreadsheets and electronic office tools.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

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.

- The noise level in the work environment is usually moderate.

If you are qualified and interested in this position, please contact [Keisha Russell](#) in Human Resources by October 2, 2020.