

Administrative Assistant Office of Human Resources

POSITION SUMMARY: This is a full-time position in which the individual will be the first point of contact in the Office of Human Resources. Also, this position will be responsible for assisting with the general office administration.

ESSENTIAL FUNCTIONS:

- Greet and assess the needs of walk in's and assist or direct questions/concerns to the appropriate person.
- Responsible for the main HR phone line assessing the needs of the caller and assisting or directing to the appropriate person.
- Maintain orderly filing system.
- Shredding of confidential employment paperwork
- Prepare file folders for new files
- Assist with drug screening
- Post and remove positions on MC website
- Process applications
- Maintain copies of employment and benefits documents
- Prepare Benefits packets
- Assist with updating employee records in Banner database

OTHER RESPONSIBILITIES:

- Assisting with Human Resource meetings and events on campus
- Prepare reports as needed
- Other duties as assigned

DESIRED QUALIFICATIONS:

- Bachelor's degree
- 2-3 years administrative support experience
- Effective communication skills
- Strong organizational Skills
- Ability to learn new technology and computer software
- Proficient knowledge of Microsoft Office and Excel
- Maintain Confidentiality
- Ability to problem solve and assist when needed

Reports to: Director of Human Resources

Schedule: Full time

FLSA Status: Non-exempt