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POSITION DESCRIPTION

POSITION TITLE: HR Administrative Assistant

DEPARTMENT: Administration

CLASSIFICATION: Non-Exempt

APPROVED BY: CEO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Human Resources Manager

POSITIONS SUPERVISED: none

POSITION PURPOSE

Responsible for providing secretarial and clerical support to the executive staff and the human resources manager. Types and assembles letters, memos, and reports. Answers questions and directs telephone calls and visitors. Prepares documents and assembles and maintains statistical data. Records and distributes minutes from Board, executive, and supervisor meetings. Serves as liaison between the executive team and Board of Directors. Provides support to the Human Resources department. Performs and oversees specific projects and programs as assigned.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the effective performance of all assigned secretarial and clerical functions.**
 - a. Receives and screens visitors and telephone calls and either notifies staff members or records and relays messages. Conducts visitors to proper offices and announces them.
 - b. Types and assembles a variety of documents and correspondence including but not limited to memos, letters, and meeting minutes as assigned.
 - c. Assembles, tabulates, calculates, and maintains financial and statistical data on a regular and special basis.
 - d. Files correspondence, memos, records, and reports. Maintains files.
 - e. Assists with scheduling executive, supervisor, and employee meetings and special events. Communicates meeting and event details with appropriate parties.
 - f. Tracks and reports employee attendance for volunteer events.
 - g. Keeps inventory of office supplies and places orders as needed.

2. **Assumes responsibility for serving as the Board Liaison.**
 - a. Schedules Board and committee meetings and special events. Communicates with members of the Board and committees regarding dates, locations, and times of Board and committee meetings.
 - b. Assembles and organizes internal reports submitted to Board of Directors and committees.
 - c. Completes and distributes Board and committee meeting minutes.
 - d. Performs and oversees specific projects and programs for the Board as assigned.
3. **Assumes responsibility for providing Human Resource support.**
 - a. Assists in maintaining the Human Resource database and all employee records and files.
 - b. Completes assigned reporting functions involving attendance, termination, hire and transfer data, and other information assigned.
 - c. Assists in informing new and existing employees of Human Resource policies and programs as needed.
 - d. Assists employees with questions and problems confidentially, courteously, and promptly.
 - e. Assists in maintaining employee policy manuals, guides, and other library reference material as needed.
 - f. Completes miscellaneous research, reports, memos, and general office support functions as requested.
 - g. Keeps Human Resources Manager appropriately informed of area activities and of any significant problems.
 - h. Stays informed of Human Resources policies, procedures, and developments including but not limited to personnel management and related legal requirements.
4. **Assumes responsibility for establishing and maintaining effective working and business relationships.**
 - a. Resolves questions, requests, complaints, and problems or refers them appropriately.
 - b. Assists other area personnel as needed.
 - c. Keeps executive staff and HR Manager informed of area activities and of any significant problems.
 - d. Promotes goodwill and conveys a positive image of the Credit Union.
 - e. Maintains confidentiality of all personal and sensitive information.
5. **Assumes responsibility for related duties as required or assigned.**
 - a. Performs special operations, manages special projects, and miscellaneous clerical tasks as assigned.
 - b. Ensures that work area is clean, secure, and well maintained.

PERFORMANCE MEASUREMENTS

1. Typing is accurate, neat, and promptly completed.
 2. Member, volunteer, and staff inquiries are courteously attended to. Good business relations exist with members, volunteers, and staff.
 3. Telephone calls and visitors are courteously received.
 4. Documents and reports are accurately produced and up to date. Files are well-maintained.
 5. Good communication and coordination exist with area personnel and with management. Assistance is provided as needed. Management is appropriately informed.
 6. A professional image is projected and maintained.
 7. The Human Resource information system functions smoothly. Personnel data and statistics are efficiently recorded, stored, and retrieved as appropriate.
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QUALIFICATIONS

- EDUCATION/CERTIFICATION:** High school graduate or equivalent. Some college or additional related training preferred.
- REQUIRED KNOWLEDGE:** Proficient in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- EXPERIENCE REQUIRED:** Previous experience in executive administration assistant related work preferred.
Previous experience in human resource functions preferred.
Must have proven experience, with supporting business references, for working with confidential information in financial, medical, or similar profession.
- SKILLS/ABILITIES:** Proficient typing skills.
Able to perform dictation and transcription tasks.
Ability to operate a ten key.
Good interpersonal and public relations skills.
Solid analytical, creative, and problem-solving abilities.
Project management skills and well organized.
Able to work well independently.
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PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.
- REPETITIVE MOTION:** Movements frequently and regularly required using the wrists, hands, and/or fingers.

AVERAGE VISUAL ABILITIES: Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions (such as in a typical office).

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to deal with a variety of variables under only limited standardization. Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables. Able to interpret various instructions.

MATHEMATICS ABILITY: Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.

LANGUAGE ABILITY: Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias. Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar. Ability to communicate distinctly with appropriate pauses and emphasis, correct pronunciation (or sign equivalent), and variation in word order using present, perfect, and future tenses.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.