



JOB DESCRIPTION

Position: YouthQuest Human Resources Administrative Assistant

Reports to: Human Resources Director

Position Summary:

Provides administrative support to the human resource department's process and policies, with primary focus on the YouthQuest Afterschool program. Provides administrative support to the human resources function as needed, including document preparation, record-keeping, file maintenance, recruitment/interview scheduling, and onboarding. Ensures compliance with federal and state laws and regulations.

Principal Duties and Responsibilities:

1. Recruitment: Assist with internal/external posting, receive applications for review by department/group; contact applicants for interviews/assessments, conduct reference and background checks, prepare employment letter/contracts, assist with orientation and wrap-up.
2. Employee Benefits: Assists with scheduling orientation/enrollment meetings, prepares employee document packages, tracks eligibility timeline for employees; respond to inquiries from employees on plan benefits; disseminate plan communication/updates.
3. Organizational policies and procedures: Provide administrative support to maintain and update employee handbook policies and procedures; input and update data in HRIS as needed;
4. Personnel and Medical File maintenance: Maintain all appropriate documentation in personnel and medical files for current and former employees; respond to external requests for employee employment verification information.

Minimum Required Knowledge, Experience, Skills and Abilities:

1. Minimum of three (3) years of administrative assistant experience managing human resources or business functions; Associate Degree preferred.
2. Ability to communicate clearly, orally and in writing.
3. Strong detail orientation.
4. Excellent time management skills with the ability to handle multiple tasks and prioritize them appropriately in a dynamic environment.
5. Advanced experience with Microsoft Office.

Salary: Salary will be based on experience of applicant.

Revised: October 8, 2018