

JOB ADVERTISEMENT



Human Resources Administrative Specialist 1 FTE Position (40 hours/week)

Advertising Period: 5/17/2023 – 5/31/2023

We are looking to hire an organized and efficient Human Resources Administrative Specialist. This position will work in the Tallahassee, FL office; and it will support a wide range of human resources and general administrative tasks. This critical role ensures accurate record-keeping, facilitates recruitment and onboarding of new employees, and performs a wide variety of administrative tasks to ensure a safe and productive workplace.

Position Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Provides orientation for new employees by providing information packets, reviewing company policies, and obtaining signatures for documents.
- Maintains human resources and payroll records by recording the hiring, transfer, termination, change in job classifications, as well as tracking vacation, sick, and personal time.
- Assists with payroll preparation by reviewing and collecting required data within payroll system.
- Assists with advertising external positions on career sites such as CareerSource, Indeed, and the job boards of local colleges/universities.
- Supports the Agency by screening, testing, and interviewing applicants.
- Assists in reviewing/updating HR policies and procedures.
- Assists with standard requests for personnel files and the annual HR audit.
- Schedules and supports meetings, trainings, and special events to include reserving space, preparation of materials and finalizing meeting minutes.
- Participates in agency meetings, training events, and professional development activities.
- Provides administrative assistance to agency President.
- Other related duties as assigned.

Summary of Qualifications & Skills

- Associate's degree in related field - or - minimum of 3 years of related work experience
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple tasks accurately and timely
- Ability to work independently, initiate, and complete projects on time
- Positive attitude and enthusiasm
- Ability to maintain confidential information with integrity and discretion
- Is not afraid to troubleshoot an issue, but also knows when to ask for help
- Commitment to agency mission and core values
- Proficient in Microsoft Office Suite

<u>Position Type:</u>	Salaried, full time, 40 hours per week
<u>Starting Salary Range:</u>	\$40,000/year
<u>Benefits:</u>	Individual health insurance, annual and sick leave, 403b retirement plan available for individual contributions
<u>Line of Authority:</u>	Reports to the President/CEO
<u>How to Apply:</u>	EOE. Submit <u>resume</u> and <u>cover letter</u> explaining your interest in the position to: HR@211bigbend.org