

Position: **Administrative / Human Resources Assistant**

Reports to: Human Resources Director

Primary Responsibilities:

ADMINISTRATIVE

- Basic Front Office Duties: answer phones, greet visitors, field general agency questions and direct outside visitors, etc.
- Provide basic administrative support and screen calls for President/CEO.
- Responsible for mail distribution (incoming/outgoing/interoffice).
- Provide clerical/secretarial services for administrative staff.
- Provide some direct support for Business Development team.
- Coordinate staff meetings and prepare minutes for administrative, board and other meetings as needed.
- Order all agency office supplies, process purchase requests and manage costs within an established budget.
- Maintain printer, copies, shredder and fax machine.
- Maintain routine list of cleaning duties for Family Ark's main office/lodge and oversee housekeeping personnel in accomplishing assigned tasks.

HUMAN RESOURCES

- Provide recruiting support: maintain job postings, process correspondence, create interview packets and track clinician licensure.
- Assist with the new hire process: reference checks, create new hire packets, new hire set up, schedule orientation, process new hire paperwork and enter training information.
- Assist in the completion of new hire and annual background checks for new staff, current staff and vendors, as needed.
- Maintain employee drivers' license and insurance information for insurance carrier.
- Provide assistance with employee programs such as service awards and employee engagement activities.
- Assist with research, compilation of data and data entry.
- Serve as backup to HR Director.
- Other duties and responsibilities as assigned.

Minimum Requirements:

- High School Diploma or GED equivalency.
- Ability to interact professionally with a diverse group of people.
- Must have strong computer and word processing skills.
- Must be able to work independently and meet deadlines.
- Ability to maintain a high level of confidentiality.
- Strong organizational skills and ability to focus and multi-task.
- Must demonstrate a commitment to quality performance and service excellence as each relate to the agency's comprehensive quality assurance plan and continuous quality improvement objectives.