



## Job Description

Location: Human Resources Office Suite in the Main Office	Title: Administrative Assistant
Department / Program: Administration / Human Resources	Supervisor/Title: Director, Human Resources
FLSA Classification: Full-time / Hourly Non-Exempt	Salary Range: \$18.50 to \$20.00 per hour Required Credentials: None
Drive on Agency Business: Yes. May be required to use their own vehicle on Agency errands.	Work Environment: work within the Main Office in a building with an elevator. No outdoor requirement.

**Our Mission:** Our mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

### Job Summary:

ARISE seeks an engaging and highly organized professional to support the administrative aspects of the Human Resources Office. This position is in a fast-paced office environment with multiple priorities. Assist with all aspects of Human Resources, recruiting, pre-employment screening, hiring, training, compensation, payroll, benefits, and general HR (Human Resources) inquiries. Provide excellent customer service to ARISE stakeholders. Work within the ARISE mission as a basis for actions.

The HR Administrative Assistant serves as the primary point of contact for inquiries to the Human Resources Office and is responsible for creating a welcoming and engaging experience for employees, visitors, and guests. The position reports to the Director of Human Resources.

The position requires demonstrated 1-5 years' administrative experience working in a fast-paced, deadline-oriented environment. The position requires exemplary organizational skills, remarkable attention to detail and a strong technology orientation/proficiency using Microsoft Office Suite and Human Resources Information System experience preferred (ADP Workforce Now and eTIME).

### Qualifications:

- High School Diploma required associate degree in HR or related field preferred.
- HRIS experience preferred
- High level of proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Access, and email)
- Ability to handle the highest level of confidentiality and sensitive information
- Professional communication skills; written and verbal
- Ability to grasp concepts quickly and communicate effectively to all team members
- Ability to prioritize and complete tasks in a fast-paced environment with a high level of accuracy
- Excellent communication skills with a focus in customer service
- Detail-oriented while also flexible with shifting priorities
- Excellent organizational skills
- Able to maintain focus while attending to shifting priorities, as the business needs change

**Essential Functions:**

- Assist with all aspects of Human Resources, recruiting, pre-employment screening, hiring, training, compensation, payroll, benefits, and general HR inquires
- Process and schedule all pre-employment checks for the agency, including Statewide Central Registry (SCR), Fingerprinting, Drug Screens, DMV checks, and other mandatory background checks as required by the state and each department
- Log into database all new hires, pre-screen clearances, employee medical documents, training dates and other employee information to maintain up to date information
- Run monthly exclusionary screenings on all staff, board members, and clinical interns
- Communicate and collaborate with other coordinators, hiring managers, and orientation specialists within the agency with new hire pre-screen results and clearances
- Coordinates the planning and the organization of orientation with new hires, and supervisors
- Assist in day-to-day administration of company talent management efforts
- Update new employee information into HRIS, including new addresses, phone numbers, and e-mails
- Maintain employee personnel files as well as inactive employee files
- Prepare new hire packets for new hire orientations
- Insert updates in Employee Handbook and Organization Chart, coordinate revisions with Director
- Assist the HR director with providing information for unemployment claims
- Complete employment and income verifications in a timely manner
- Provide excellent customer service to stakeholders (employees, candidates, volunteers, etc.)
- Provide friendly guidance on company policies by answering employee requests and questions promptly.
- Answer HR related phone/e-mail inquires
- Greet visitors to administrative office suite, supervise sign in and sign out
- Timely and accurate filing, faxing, copying, mailing, etc.
- Coordinates/assists with projects

**Physical Requirements Essential for Safe and Effective Job Performance**

- Ability to successfully remain sitting or working at a desk for prolonged periods.
- Vision sufficient to maintain a New York State Driver's License and constant use of a computer.
- Speech and hearing sufficient for normal communication.
- Ability to successfully work on a computer as a significant responsibility.
- Full range of motion to move safely in the office and outside locations which may not have accommodation.
- May be required to put away office supplies and transport event materials. Must be able to lift, push, pull, walk, stoop, reach in all directions to move freely and quickly within any area.
- Must be able to lift or move items necessary for events and other related activity.
- Finger manipulation and hand coordination for constant computer use.
- Ability to travel in own vehicle to all job-related out-of-office functions or meetings as required.
- Ability to report on time and remain for overtime as needed.

Please note this Job Description is not designed to be an all-inclusive listing of responsibilities required for successful performance. Duties and responsibilities may change at any time with or without notice to respond to current business needs.