



VACANCY NOTICE
POSTING PERIOD: 01/10/2017 – 01/17/2017

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

TITLE: Administrative Assistant
PROGRAM: Human Resources
WHEN: Immediate
HOURS: Full-Time

DESCRIPTION: Under the supervision of and in cooperation with the Director of Human Resources is responsible for providing administrative support for Human Resources. This position requires a high degree of confidentiality, organizational and time management skills.

RESPONSIBILITIES:

- Act as primary back-up to Agency Receptionist
- Create and maintain personnel records for staff at Holy Childhood and Special Touch Bakery
- Prepare new hire orientation paperwork by updating, copying and collating materials.
- Assist with employment, onboarding and exit processes
- Enter employee data into various Information Systems
- Assist with monthly invoices and requisitions
- Follow up on documentation requests from HR Director required from staff
- Serve on Agency committees as requested
- Assist with Volunteer Program as requested
- Must be sensitive the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; a customer focused attitude; communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects.

EDUCATION and/or EXPERIENCE

College degree preferred; high school diploma required. Two plus years of proven administrative work experience, human resource related experience a plus. The Administrative Assistant must be competent and proficient with current technological methods and must have exemplary communication, organizational and facilitation skills.

EQUAL OPPORTUNITY:

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender identity, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

Please send cover letters and resumes to:

Human Resources
Holy Childhood
100 Groton Parkway
Rochester, NY 14623
(585) 359-3710
Employment@holychildhood.org