



THE ARC OF LEHIGH AND NORTHAMPTON COUNTIES
Job Description

Job Title: Human Resources Administrative Assistant
Reports to: Director of Human Resources
FLSA Status: Non-Exempt
Revised Date: March, 2019

Summary: The Human Resources Administrative Assistant is responsible for performing a variety of duties designed to support the Human Resources Department. This position regularly handles sensitive information, which requires exercising sound judgement in safeguarding the confidentiality of information.

Essential Duties and Responsibilities:

1. Creates personnel files for newly hired personnel. Examines all documents to be sure that they are collected and completed properly before moving forward with the hiring process.
2. Monitors, maintains, and updates data base with driver's licenses, registrations, inspections and auto insurance cards for Arc/AWC employees who do any driving for the agency.
3. Inputs and updates employee information into the database system that may include but is not limited to a change of name or address, training, and similar information.
4. Maintains all personnel files for the agency's employees.
5. Serves as the administrative liaison within and outside the organization regarding human resource matters.
6. Completes employee and outside agency requests for HR-related matters.
7. Contributes to maintaining compliance in all areas and functions of the human resources department.
8. Acts as main point of contact for HR calls and fields them accordingly.
9. Arranges interviews and coordinates interview teams for prospective employees as well as booking interview rooms.
10. Handles general clerical duties, including scheduling appointments, filing and providing administrative assistance to the HR Department.
11. Heavy data entry along with leading the conversion project moving The Arc to electronic record keeping.
12. Performs additional responsibilities and duties as assigned by the Director of Human Resources.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

1. Interpersonal Skills: Capable of comfortably interacting with diverse populations with appropriate sensitivity; Remains open to others' ideas; Maintains confidentiality.
2. Verbal and Written Communication: Speaks and writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numeric data effectively; Able to read and interpret written information.
3. Team Player: Acts as a member of a team by supporting everyone's efforts to succeed; Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' views; Gives and welcomes feedback.
4. Quality: Demonstrates accuracy, thoroughness and attention to detail; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
5. Independence: Capably works independently under the direction of the Director; Prioritizes and plans work activities; Uses time effectively; Takes responsibility for own actions; Completes work on time or notifies Director with alternative plan.

Education and/or Experience:

Associate degree from an accredited college or university with an emphasis in human resources or human services preferred; or equivalent work experience preferably in the areas of human resources or human services.

Entry level position.

Computer Skills:

Knowledgeable in using Microsoft products; Familiar with or capable of learning and using internal databases and software.

Requirements for Continued Employment:

1. Successful completion of the 90-day initial performance evaluation period (for new employees and employees in a new position).
2. Successful completion of job responsibilities.
3. Documentation that employee has the necessary security clearances.

Physical Demands:

No unusual working conditions or health hazards inherent to the position.

Is there any reason why you would not be able to fulfill the requirements of the job?

_____Yes _____No If Yes, reason: _____

I have read the job description and agree to its provisions:

Employee's Signature

Date