



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

July 20, 2019

TO: All City of Englewood Employees

FROM: Human Resources

SUBJECT: Available Position – HR Administrative Assistant (Unclassified)

There is one (1) position of Administrative Assistant available in the Human Resource Department. This position requires a high level of professionalism and discretion as well computer and software literacy.

This is a full-time, permanent, unclassified position that generally operates Monday through Friday, from 9:00am to 5:00pm.

Benefits include, but are not limited to:

- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

Salary range is \$32,000 - \$40,000 annually.

Anyone who is interested in applying for this position should contact this office in writing during this prescribed period.

A complete job description is hereto attached.



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ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

DEFINITION

Provides clerical support to the Human Resource and City Manager's office, by performing a variety of administrative, personnel-related tasks. This position requires excellent organizational and customer service skills; highlighting the ability to handle sensitive information, confidentially, in a fast-paced work environment.

EXAMPLES OF WORK

- . Types and compiles a wide variety of materials, including letters, forms and reports;
- . Prepares and maintains records and files;
- . Prepares and posts departmental job descriptions;
- . Prepares, circulates for signature and distributes Personnel Action Forms;
- . Greets and provides general support to visitors;
- . Sorts and prepares mail and other materials for distribution or delivery;
- . Answers and directs phone calls;
- . Records, details and relays messages efficiently;
- . Manages email and maintains contact lists;
- . Monitors supplies and places orders as necessary;
- . Reviews bills, enters requisitions and processes bills timely; assists with reconciliation of expense reports.
- . Provides secretarial support by entering, formatting, and printing information; makes copies, collates and distributes assorted information;
- . Operates standard office equipment including computer, card printer, photocopier, calculator and telephone;
- . Oversees and audits city-wide attendance;
- . Provides support/coverage for various departments when needed;
- . Schedules examinations and coordinates appointments

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- . Assists with data reports by assembling, preparing and analyzing data.
- . Maintains employee info by entering and updating employment & status-change data.
- . Assists with HR related trainings, functions, and events as needed.
- . Occasional compensatory time accrued, as required.
- . Must exercise resources individually and contribute to team efforts by accomplishing related results as necessary.

QUALIFICATIONS REQUIRED

Education

- Must be a high school graduate; some college preferred;
- Computer literacy and experience with Microsoft Office and Outlook applications: Word, Power Point, Excel and mail merge functions, etc are required.
- Alternate language(s) preferred.

Knowledge, Skills and Ability

- . Knowledge of modern confidential office practices and procedures;
- . Knowledge of business English, spelling, grammar and basic arithmetic;
- . Ability to effectively express written and verbal communications
- . Ability to type and process letters and envelopes;
- . Ability to learn the operation of other standard office equipment and software as needed;
- . Ability to maintain records and prepare reports from such records;
- . Ability to understand and follow oral and written directions;
- . Ability to establish and maintain effective working relationships with other employees and the general public
- . Ability to create and generate flyers, surveys, forms, etc.
- . Ability to multi-task with strong organizational skills
- . Ability to work in a fast-paced environment with proficiency and minimal error.
- . *** A high level of professionalism, patience, courtesy and discretion is essential.