



Englewood

Human
Resources

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

PLEASE POST

April 5, 2021

TO: All Interested Parties

FROM: Human Resources *DMT*

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.

cc: S. Alves-Viveiros, City Manager



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ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

DEFINITION

Under the direction of the Director and Assistant Director of Human Resources, provides clerical and administrative support. Performs other related duties as required.

EXAMPLES OF WORK

- . First point of contact for general HR inquiries and departmental, administrative correspondence; replies and relays information accurately and timely
- . Maintains phones and emails; relays information to potential, existing, and retired employees
- . Ensures all paperwork received is dated, time stamped and distributed accordingly
- . Sorts and prepares documents, envelopes and packages for mail, fax, inter-office, and email distribution or delivery
- . Assists with scheduling interviews & pre-employment screenings, onboarding and conducts employee orientation
- . Prepares and maintains records and files of correspondence, forms, reports and other materials
- . Maintains and organizes personnel records, classifications, and medical records for active and inactive employees
- . Updates and maintains calendars/logs for reference files of pertinent literature: clippings, cards, visits, accidents, etc., as required
- . Fields and escalates COVID hotline inquiries, incidents, and messages
- . Maintains and monitors database for personnel changes such as termination, new hires, transfers, reclassifications, etc.
- . Photo copies, collates and distributes assorted information
- . Fields verification of employment inquiries
- . Compiles, organizes and audits city-wide attendance
- . Enters worker compensation insurance claims, and calendars incidents, light duty restrictions, updates, departmental correspondence, etc.

ADMINISTRATIVE ASSISTANT-HUMAN RESOURCES

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- . Circulates "Personnel Action Forms" for approval signatures and prepares for payroll processing
- . Manages multiple calendars and schedules in-person and virtual meetings, appointments
- . Creates & maintains monthly content for Human Resources newsletter
- . Assists with planning City events as necessary

QUALIFICATION

- Must be a High School graduate; completed courses in Business
- Minimum of two (2) years office experience
- Must be able to effectively communicate: read, write, speak & understand English

KEY SKILLS & COMPETENCIES

- . Written and verbal communication skills; administrative writing and reporting skills
- . Knowledge of business English, spelling and basic mathematics
- . Knowledge of modern personnel office practices and procedures
- . Ability to coordinate and manage a wide variety of day to day operations
- . Ability to operate standard office equipment including computer, copier and telephone
- . Ability to learn the operation of other standard office equipment (e.g. mail machine)
- . Ability to neatly maintain and organize records and prepare reports from such records
- . Ability to understand, remember and carry out oral and written directions
- . Presentation & Customer Service skills
- . Knowledge of Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, Publisher, etc.
- . Ability to prepare Excel spreadsheets and reports, data analysis and tracking skills; knowledge of Excel formulas
- . Ability to use Microsoft Outlook to calendar, coordinate & schedule appointments
- . Positive attitude with the ability to self-motivate
- . Flexibility and ability to quickly adapt to changes
- . Ability to establish and maintain effective working relationships with other employees and the general public