

HR Assistant/Receptionist

This position is responsible for providing administrative and professional support to the Human Resources (HR) department and supporting the organization and primary relief to the receptionist. Requires high level of confidentiality, judgement, excellent customer service, enthusiasm, and professionalism at all times. This position requires attention to detail, flexibility between front desk responsibilities and HR responsibilities. Expected to spend time between two floors covering the 10th floor front deskwork area and 11th floor HR area. Requires handling Authority-wide events, planning and running errands related to the event(s).

Responsibilities include:

- HR Department's Time-Keeper
- Assist with opening and distributing HR's mail.
- Provide back-up for HR Coordinator
- Additional Human Resources responsibilities as assigned.

Education and Experience Requirements:

Minimum associates degree required; bachelor's degree preferred. Current office experience of 4 years with human resources knowledge is essential to succeed in this position. HR Assistant/Coordinator experience is extremely helpful. Teamwork and HR collaboration is expected. A score of 70% or better on Microsoft Office suite assessment. Excellent telephone etiquette - must pass customer service screening. Exposure to SharePoint database and HRIS/ADP *Workforce Now* is excellent. Excellent verbal and written communication skills, strong analytical skills, punctual M-F 8:30am – 5:00pm (**attendance is very important**), and great customer service orientation at all times is required. Attention to detail; listens carefully. Employs tact, courtesy and confidentiality at all times.

Excellent benefits package, including 401(k); immediate vesting.

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=207117&lang=en_US&source=CC2&cclid=19000101_000001

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