

Receptionist/HR Assistant

This position is responsible for providing clerical and professional support to the Human Resources department and supporting the organization as the receptionist for the Authority's main location. Requires high level of judgment, excellent customer Service and professionalism at all times.

This position functions as the primary attendance administrator for the Authority, greets visitors and refers them to their destination, answers company's main telephone and refers incoming calls as appropriate. Operates as a liaison to departments fielding questions and educating callers on how to obtain housing lists. Keeps accurate recording of all calls, including notations of correct times and names of parties. Arranges building security access for IHDA department visitors. Records daily and weekly attendance of employees and maintains an accurate record in each employee's record of vacation sick and personal leave using excel.

Qualifications:

- High school Diploma or equivalent required, college degree preferred
- 1-3 years of clerical office experience; 1-2 years of HR experience a plus
- Knowledge of Microsoft Office, exposure to SharePoint database and ADP helpful
- Excellent telephone etiquette, verbal and written communication skills, strong analytical skills, punctual (attendance is very important), strong customer orientation required at all times
- Ability to employ tact, courtesy, attention to detail, careful listening and confidentiality a must

All candidates must be prepared to provide a writing sample and participate in an office skills test during the interview process.

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

To apply, please submit your resume to:

<https://home2.eease.adp.com/recruit/?id=14361352>

EOE