

## JOB DESCRIPTION

POSITION TITLE: Administrative Assistant - Human Resources

SUPERVISED BY: Director - Human Resources

SUPERVISES: No One

---

PURPOSE OF POSITION: To provide administrative support to the Director – Human Resources and to oversee complex and confidential administrative procedures and processes for the department.

### ESSENTIAL QUALIFICATIONS:

- Bachelor's degree preferred; Associates degree or High School diploma with professional experience.
- Highly proficient with MS Office products, including Word, Excel, Access and Outlook. Preferred proficiency with HRIS systems, ADP HR/Perspective a plus.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to manage a high volume of work in an extremely organized and responsive manner.
- Strong time management, organizational and problem-solving skills.
- Excellent interpersonal, verbal and written communication skills.
- Ability to maintain professional demeanor.
- Ability to be an effective team member and work independently.
- Maturity and sensitivity to cultural and individual differences.
- Ability to maintain professional demeanor while exercising judgment and discretion in work.
- Ability to follow oral and written instructions.
- Commitment to the mission, values, and goals of the Agency.
- Regular and predictable attendance.

### ESSENTIAL FUNCTIONS:

- Create, maintain, and regularly update personnel files; ensure compliance with applicable federal, state and DCFS regulations.
- Track and manage all HR-related DCFS requirements, including driving eligibility as applicable.
- Distribute physical exam reminders to Youth Program's employees and follow up in a timely manner to ensure receipt.
- Assist in processing employee benefit enrollment. Update benefit deductions in the HRIS system.
- Create and manage tracking system to ensure new employee documentation is submitted in a timely manner.
- Assist with the employee evaluation process, track received evaluations and ensure that all forms are received.
- Create new employee orientation packets and process the completed documentation.
- Manage and process all employee status change information.
- Assist in managing and updating all new, current and former employee information in the HRIS system and personnel files.
- Create process to manage, acknowledge receipt of and distribute all incoming employment inquiries, i.e. resumes and telephone contacts.
- Assist in the department's recruiting process. Phone screen potential applicants and coordinate in person interviews. Conduct phone reference checks for selected candidates and mail letters to non-hired applicants.
- Manage filing system for all submitted resumes; manage tracking and filing system for applications of non-hired applicants.
- Track department expenses, supplies and the issuing of some Agency property.
- Coordinate the scheduling of department meetings and create, distribute, and archive team meeting notes.

- Assist in the maintenance of the department's policy and procedure manual.
- Assist in the development, achievement and assessment of department CQI goals, objectives and processes.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

---

Administrative Assistant - Human Resources

---

Date

---

Mercy Home for Boys & Girls (The Mission of Our Lady of Mercy, Inc.) is a non-profit Illinois Corporation and an equal opportunity employer.