

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: Administrative Assistant, Human Resources

REPORTS TO: Director, Human Resources

PRIMARY AREAS OF WORK: Ensures that all Human Resources systems and procedures are operating efficiently and that established reporting requirements are being met. Provides general administrative support to Human Resources department.

SPECIFIC DUTIES:

- Assists Human Resources Specialist with posting new job openings and removing ones that have been filled.
- Reviews resumes and determines if candidate is suitable for open positions.
- Conducts phone screening interviews and relays information from the calls to the hiring manager.
- Assists Human Resources Specialist and Human Resources Manager with scheduling and communication with applicants.
- Prepares and distributes recruitment/information packets to interviewees in a timely manner.
- Conducts reference check on top applicants.
- Conducts background checks and fingerprinting for new hires.
- Assists employees in completing benefit forms and other Human Resources and payroll documents.
- Assists Human Resources Specialist with the onboarding of approximately 300 summer camp staff.
- Distributing staff t-shirts and any uniform/component information.
- Acts as primary contact for Worker's Compensation claims and reporting.
- Acts as primary contact for all troop activity insurance requests, both for those requesting insurance and for the insurance vendor.
- Receives and returns all telephone calls making inquiries in a timely manner.
- Handles the receipt of checks, processes and reconciles invoices and makes check requests of Finance department in a timely fashion. Interfaces with individuals, medical providers, and insurance company regarding all claims. Responds to emergency requests in an appropriate fashion.
- Acts as primary contact for vendors of cellular phone, parking management, office supply (nameplates), business card and other services.
- Acts as backup contact to vendors of GSCNC health insurance, life insurance, long-term disability insurance, pension and retirement plans, building management, and building security.
- Supports office of the CEO in the absence of the Executive Assistant, as needed.

- Under direction of Human Resources Manager, assists with requests for temporary workers, which may require coordinating with outside employment agencies.
- Assists in making travel/itinerary/accommodation arrangements, as needed.
- Assists departing employees by providing information about employee benefits, final pay, etc.
- Maintains accurate Emergency roster and distributes appropriately when changes occur.
- Assists with employment verifications for present and past employees.
- Reviews and distributes incoming correspondence. Determines appropriate action or referral when necessary. Prepares responses for review by supervisor when necessary.
- Receives telephone calls and visitors, screening those which can be handled personally. Exercises considerable judgment in responses to contacts and appropriately refers information to the Director, Human Resources.
- Provide administrative support for all HR programs i.e. New Staff Orientation, Benefits Orientation, Luncheons, etc.
- Gathers information for and authors the staff newsletter.
- Provides ongoing participation in council-wide projects, such as lunch-break coverage and backup coverage for Operator of the main office phone line.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- This role requires someone who can maintain confidentiality all times, critical thinking, and basic problem solving.
- High School or GED plus two to three years of responsible administrative experience in a human resources setting.
- Proficiency in Microsoft Office package with emphasis on Microsoft Word and Microsoft Excel.
- Ability to handle periods of high volume of data entry and phone calls.
- Consistent attention to detail.
- Excellent verbal, written and presentation skills.
- Knowledge of basic Human Resources management theory and current employment law and practice.
- Excellent interpersonal skills and the ability to interact with all levels of staff and public.
- This role may require travel to our satellite locations.

PREFERRED QUALIFICATIONS:

Preference may be given to candidates with experience in a human resources management setting requiring understanding of benefits administration, annual leave processing/accounting and Human Resources administration.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to communicate verbally. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

12/2017