

EMPLOYMENT OPPORTUNITY

Admin/HR Assistant

The Admin/HR Assistant contributes to Community Action of Skagit County's Core theme of being a high-impact organization by efficiently supporting the Administrative Department. The assistant provides support to all aspects of the agency's Administrative Department which includes Finance, Human Resources, Administration, Maintenance, and Information Technology operations.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Assist with filing and file maintenance of multiple filing systems, including personnel records and general finance files.
2. Act as agency mailing agent. Retrieve, open, date stamp, and distribute incoming mail. Properly postage and deliver outgoing mail.
3. Maintain staff auto insurance filing system. Work with HR and Admin team to ensure up to date insurance is on file. Work with agency staff to ensure updated records are collected and tracked.
4. Assist Administrative Coordinator with maintaining central supply.
5. Assist Finance team with processing checks. Distribute printed checks, tear off stubs, attach to backup, and file as needed.
6. Assist with pulling documentation for grant invoicing.
7. Assist with tracking, booking, and maintaining agency vehicle check in/out system.
8. Provide recruitment support to Human Resources. Respond to employment inquires, incomplete candidate submissions. Assist with scheduling of interviews, communication between HR, candidates, and other agency staff. Assist with opening and closing of recruitment.
9. Assist HR with attendance tracking, leave balances, and leave request submissions.
10. Assist HR Director with onboarding and exiting of personnel staff.
11. Assist HR Director with employee communication and relations.
12. Assist with agency online learning platform and training requests and tracking systems.
13. Provide general support as needed to all administrative functions and departments.
14. Attends Community Action staff meetings and other meetings and trainings as required.
15. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- 1-2 years of increasingly complex clerical/administrative experience in a fast paced office environment.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Must be dependable, reliable, and possess a strong ability to adapt to any situation.
- Ability to maintain confidentiality of sensitive information.
- Excellent customer service skills.
- Ability to work independently, and as a team member; self-motivated.
- Strong organization and time management required, with ability to multi-task.
- Ability to exercise safe and independent judgement.
- Ability to work independently, as well as, part of a team.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

\$14.17 - \$17.72 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:
(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
