

EMPLOYMENT OPPORTUNITY

HR/Admin Specialist

The HR/Admin Specialist contributes to Community Action of Skagit County's Core theme of being a high-impact organization by efficiently supporting the Administrative Department. The position reports to the Human Resources Director. The specialist provides support to all aspects of the agency's Administrative Team, including: Human Resources, Facilities, Finance, and IT.

This will be a full time position at 40 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Act as agency mailing agent. Retrieve, open, date stamp, and distribute incoming mail. Properly postage and deliver outgoing mail.
2. Recruitment administration. Respond to employment inquires, incomplete candidate submissions. Open and close all job notices. Assist with scheduling as needed.
3. Primary administrator for online learning platform (Pryor+). Create and assign learning paths, pull training reports, , and maintain tracking systems.
4. Administer and coordinate benefits with employees and HR Director.
5. Maintain attendance tracking, leave balances, and leave request submissions.
6. Maintain staff auto insurance tracking system. Work with agency staff to ensure updated records are collected and tracked.
7. Maintain central supply and first aid supplies for all agency locations. Order, organize, and keep stocked.
8. Filing of all HR documents, including personnel files. Assist with filing and pulling documents for finance, as needed.
9. Oversee and maintain ACA, incident, training, and recruitment data and tracking systems.
10. Assist HR with onboarding and exiting of employees, as well as, employee communication and relations.
11. Lead, coordinate, and assist with administrative projects as needed.
12. Provide general support as needed to all administrative functions and departments.
13. Participate in agency trainings and meetings as required.
14. 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

- Basic clerical skills (filing, math, calculator, data entry, legible writing) required.
- Work independently, and as a team member; self-motivated.
- Strong organization and time management required, with ability to multi-task.
- Excellent customer service skills.
- Must be dependable, reliable, and possess a strong ability to adapt to any situation.
- Proficient in Microsoft Office Suite applications, including Excel, Word, 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:

Starting wage between \$16.91 - \$19.13 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 Paid 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.
