



HUMAN RESOURCE ASSISTANT/RECEPTIONIST

Job Description Form

Division/Department	Administration		
Location	2010 Bridge Blvd. SW, Albuquerque, NM 87105		
Reports to	Rose Pace	Title	Director of Human Resources

Level/Grade	Type of position:	Hours__40__ / week
4	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Responsible for providing a broad range of clerical and coordination support to the Human Resource Director to ensure the seamless operation of the human resource department. Duties include providing backup coverage to Receptionist as needed.

RESPONSIBILITIES

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes etc.; refers more complex questions to the HR Director.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure compliance.
- May assist with payroll functions including answering employee questions and fixing processing errors.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings recognition events, holiday parties, and retirement celebrations.
- Serve as a backup for receptionist position.
- Greet visitors; ascertain nature of business, and direct visitors to the employer or appropriate person.
- Monitor intercom and other communication systems and follow tight security procedures necessary for ensuring the safety and security of staff and students.
- Answer telephones and give information to callers, take messages and/or route to appropriate staff members.
- Open, read and route incoming mail/email.
- Copy, file and distribute a variety of documents.
- Work with transcripts and scheduling.
- Work with word processing, spreadsheet and database software to complete administrative tasks.
- Performs other duties as assigned.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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WORK EXPERIENCE REQUIREMENTS

- Minimum of two years' recent experience in human resources management.
- Knowledge of business principles.
- Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Advanced Microsoft Office Suite, Outlook and related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Must be able to work independently with minimum supervision and able to relate to the public.
- Multicultural experience preferred.
- Previous experience with non-profit organizations preferred.

EDUCATION REQUIREMENTS

- Associate's degree in related field required OR a satisfactory equivalent combination of education and recent experience.
- Bilingual in English/Spanish preferred.

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	