

**JOB VACANCY NOTICE****POSTED: 10/28/11**

<b>Job Title: Administrative Assistant</b>	<b>Program: Administration</b>
<b>Supervisor: Exec Asst to the President</b>	<b>Working Hours: 40</b>
<b>Position Supervised (if any):</b>	<b>Job # 840001</b>

*Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.*

**SUMMARY OF MAIN DUTIES:** To provide executive administrative support services to the Chief Operating Officer and the Senior Director of Human Resources. To assist with other administrative duties as may be assigned by the President or the Executive Assistant to the President.

**JOB DUTIES:**

- Handles all administrative duties related to the position, including scheduling appointments, handling correspondence and responding to questions.
- Oversees the following Human Resource functions and procedures:
  - 1) Pre-employment documentation;
  - 2) Job Tracking System
  - 3) Internship, volunteer and meeting coordination;
  - 4) Open position and termination reporting;
  - 5) Facilitation of new employee orientation and EZ Labor manager training, and;
  - 6) Respond to routine HR inquiries as assigned.
- Assists with special projects as assigned by the Executive Assistant to the President, including supporting the Board of Trustees, Board Committees and other agency leaders as assigned.
- Establishes a good rapport and cooperative working relationship with all agency personnel of the agency.
- Performs other duties as directed or required.

**PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:****A. SKILLS**

- Use discretion, confidentiality, tact and diplomacy in all matters.
- Ability to prioritize and a sense of urgency.
- Proficient word processing/typing skills
- Proficient oral and written communication skills
- Command of the English language (grammar, spelling)
- Ability to effectively interact with all levels of personnel
- Knowledge of computers and all Microsoft office software (Microsoft, Excel, PowerPoint)
- Knowledge and usage of office equipment: such as, copy machines, fax machines and related office equipment
- Ability to plan and set up meetings from start to finish

**B. PROFESSIONAL AND LEGAL STANDARDS**

- Use and disclose PHI only as authorized, as necessary to carry out job duties.

- Complete privacy and security training.
- Report suspected violations including those of a business associate.

C. EXPERIENCE

- Administrative assistant experience
- Executive assistant experience preferred
- Human Resources background preferred

D. TRAINING AND EDUCATION

- 2 years college in business or secretarial science preferred

*For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280*

**Application Deadline:**

**To apply for this position, please submit a completed Job Vacancy Application to:**

Forward Resume to: (Please refer to job # **840001** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)