

NOTICE OF AVAILABLE POSITION



POSTING DATE: **1/8/18- Until Filled- Applications received by 1/16/18 given priority.**

POSITION & PROGRAM: **Part-Time Administrative Assistant- Human Resources and Business Departments**

QUALIFICATIONS: High school diploma or equivalent. Competent with various computer programs such as Microsoft Word or other word processing software and Excel spreadsheet software. Able to professionally answer the telephone and direct inquiries to proper personnel. Previous experience maintaining complex filing systems. Working knowledge of photocopying and other types of office equipment. Ability to multi-task and prioritize assignments independently. Proven ability to be a part of a team. Excellent customer service skills. Satisfactory criminal background, Abuser Registry, Nurse Aide Registry and pre-employment drug checks. Valid driver's license required. Must be able to abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

DUTIES:

- Provides clerical support to the HR and Business Directors as requested.
- Accepts applications for new employees and corresponds with applicants. Schedules interviews.
- Tracks employee and applicant information and updates and maintains HR files.
- Creates orientation packets and updates forms as needed or requested. Schedules new hires for physicals, drug screens, background checks and other required appointments.
- Types correspondence for the HR and Business Directors, including letters to applicants and other requested correspondence.
- Makes telephone calls as requested to obtain information, check references, make appointments, etc. Receives calls and takes messages.
- Tracks vendor contracts and obtains authorizations.
- Creates and monitors efficiency reports using spreadsheets.
- Requests supplies for the department by completing purchase authorizations.
- Works closely as a liaison between the business department and the agency.
- Delivers mail and picks up checks from Auditor's office or other Miami County offices.
- Functions as back-up for the receptionist, including coverage for the front desk, as determined by the current rotation schedule, and as needed when the receptionist is absent.

HOURS: The agency is open 8:00am to 4:30 pm, Monday through Friday. This position is 20 hours per week.

SALARY: Commensurate with experience. Starting pay is 13.34/hour.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume, however, the Riverside application **must** be completed. Resumes received without an application will not be considered.

Email: megan.brinckerhoff@riversidedd.org