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## Job Opportunity: Human Resource Assistant

**POSTING DATE:** 06/22/2020 – 07/10/2020

**POSITION & PROGRAM:** Human Resources (HR) Assistant /Human Resources

### POSITION SUMMARY:

The focus of this role is to provide administrative support to all departments at Riverside with a focus on the Human Resources department and to provide front desk reception coverage.

### QUALIFICATIONS:

High School diploma or equivalent with 1-3 years' experience as an Administrative Assistant; Preferred Associate's degree in Human Resources; Satisfactory criminal background and Abuser Registry checks; Satisfactory pre-employment drug test; Possess valid driver's license; Demonstrated skills in Customer Service; Technology skills including Microsoft Office Suite; Ability to Problem Solve; and Handle Multiple Tasks and Priorities. Must abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at [www.riversidedd.org](http://www.riversidedd.org).

### DUTIES:

- Responsible for completing, organizing, analyzing and tracking administrative duties for the Human Resources department. This includes preparing a variety of complex and confidential materials, files, correspondence, reports, charts, statistical tables, from either minimal oral or written instructions.
- Managing multiple tasks, prioritizing and maintaining organization of tasks and records for him/herself, for the HR Director and for those who may require, receive or provide information
- Function as the primary front desk Receptionist
- Ability to interact with a tact, interpersonal, negotiating, analytical, leadership and judgment skills with a wide scope of contacts inside and outside the organization
- Maintains a wide variety of computerized records and must be well versed in Microsoft Office software including Word, Excel, Powerpoint and Outlook
- Maintain records in HR Information System (HRIS)
- Assists with planning, coordinating and implementing agency events or activities. This includes attending planning meetings, working with staff to promote the event or activity, corresponding with attendees, and completing purchase order paperwork

- Prepares, maintains and organizes paperwork for the HR Director
- Screens the HR Director's general and interoffice correspondence, handling routine matters independently.
- Provide back-up support for other Administrative Assistants as needed
- Performs other related duties as may be assigned

**HOURS:** Monday – Friday 8:00 a.m. – 4:30 p.m. and additional hours outside this schedule may be required.

**SALARY:** \$13.72/hour or higher based on experience

**FLSA:** Non-exempt

**BENEFITS:** Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday

**TO APPLY:** Please submit applications/resumes by **July 10, 2020**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at [www.riversidedd.org](http://www.riversidedd.org) under the Careers tab