

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

HR Administrative Assistant

**We are a faith-based organization, Empowering Children and Families to
experience the transforming love of Christ through (w)holistic care.**

SUMMARY

The Human Resources Administrative Assistant provides general administrative and clerical support to the Human Resources Department reporting directly to the Director of Human Resources. The incumbent will be responsible to assist with creating and maintaining employee databases on the HRIS systems, filing of employee-related documents, answer department telephones, channel/relay messages, and distribute information to employees, among others. The HR Administrative Assistant also involves the careful monitoring and tracking of all documentation and paperwork that must be in evidence in an employee's personnel file to meet State licensing requirements and accreditation standards, among others and handles sensitive employee and company information, which requires a high level of professionalism and confidentiality.

EDUCATION AND/OR EXPERIENCE

- Associate degree in Business Administration, Human Resources or related fields of study; Bachelor degree preferable
- Minimum three (3) years experience in a Human Resources Department with general office responsibilities and procedures preferably providing clerical support; or any combination of training, education and experience which would provide the required knowledge, abilities and skills

QUALIFICATIONS

- Demonstrated proficiency in Microsoft Office, including Outlook, Word, Excel, PowerPoint
- Knowledge and hands-on experience of HR Database or other HRIS systems, preferable
- Working knowledge of human resources procedures, paperwork and employee record systems
- Functional knowledge in general office and clerical procedures
- Ability to exhibit a high level of confidentiality, professionalism and discretion
- Functional analytical skills
- Excellent proven communication skills both orally and in writing
- Attention to detail
- Strong interpersonal and organizational skills
- Ability to follow up and follow through
- Have sensitivity to the service population's cultural and socioeconomic characteristics
- Team player working with others by establishing and maintaining effective, positive and cooperative working relationships
- Adept at prioritizing, multi-tasking, and problem-solving in a deadline-oriented environment
- Flexible and adaptable to frequent change

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver's License
- Notary Public, preferable

PRIMARY DUTIES AND RESPONSIBILITIES

- Maintain strict confidentiality of all personnel matters
- Provides on-time and quality customer service by immediately responding to inquiries
- Schedules meetings and appointments, processes department purchases
- Performs administrative and clerical work for the HR Department
- Assists in editing documents, presentations and reports
- Assists in the creation of forms, templates, and other HR-related documents
- Transfers Word documents into .pdf files for template/for creation, among others
- Reviews and channels incoming faxes for proper processing and send outgoing faxes
- Composes letters, memorandums, letters of verification and other documents as requested

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- Takes meeting minutes
- Enters and updates all employee change/transactions/database/information into company HRIS database
- Assists in preparing employment and onboarding packages and puts together new hire employee records within 3 days of hiring
- Processes employee termination documentation and filing including updating the HRIS systems and proper processing and scanning of employee inactive files and sending proper weekly notification to Payroll
- Assist with the maintenance and update of residential employees Pet Log and keys administration
- Enters all training rosters, completions, certifications into the MyLearningPoint (MLP) training software ensuring compliance on a weekly basis
- Ensures accurate employee information is entered into the HR database system (new hires, maintenance, changes, terminations—all employee transactions as they occur
- Makes copying, faxing, and other similar tasks
- Ensures all personnel record documentation is up-to-date and properly filed (weekly) and in compliance with employment laws, licensing, contractual and accreditation requirements
- Maintains employee records/information confidential in accordance with our data protection policy and procedure
- Periodically audits the database to ensure accuracy
- Keeps employee records up-to-date by processing employee status changes in a timely manner
- Assists in the process of employee enrollments, changes, and terminations
- Assists in the coordination, scheduling and participant/speaker follow-ups of the monthly New Employee Orientations (NEO)
- Tracks and maintains key and property request forms
- Assists in conducting personal/professional references
- Maintains the HR Archives Records Room in orderly and clean manner including filing of all employee active/inactive documents on a weekly basis
- Serves as a back-up for the Receptionist including covering this area during the incumbent's lunch and break periods and during absences, vacations/sick days

SECONDARY RESPONSIBILITIES

- Support the Quality Assurance/Compliance Officer with training DCF, COA, EAGLE accreditation audits/processes/compliance requirements
- Assist as switchboard back-up for the Receptionist as necessary
- Participate in planning, coordinating and assisting various employee relations' activities and employee satisfaction and social initiatives
- Assumes other duties and/or special projects as assigned including recreational employee activities

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities. Reports directly to Director of Human Resources.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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