



Opening Date: 1/23/2018
Closing Date: Open Until Filled

Vacancy Announcement #09-18
Executive Human Resources Assistant

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The incumbent reports to the Chief People Officer and provides support the executive, as well as other staff in the Human Resources Department. Successful candidate must be resourceful, have the ability to proactively problem solve while making decisions independently, and will have the opportunity to greatly contribute to the department's overall success. Support the overall operation of both the Executive Human Resource Department in daily administrative functions with key responsibilities for, which includes assistance with new hire administration, employee relations, training and communications. Requires exceptional organization and communication skills with ability to work under pressure and remain flexible to meet ever-changing needs of department and organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

SUPPORT OF CHIEF PEOPLE OFFICER:

- Professionally and confidentially handling both routine and non-routine requests for information and assistance using discretion in determining whether the situation can be handled personally or be referred to the Executive or others for dispositions.
- Developing or participating in preparation and completion of special projects, particularly presentations
- Creating and maintaining procedures and systems for processing HR departmental work, administrative tasks and projects
- Identifying process improvements and assisting in planning and implementing new HR procedures and programs
- Drafting, filing and managing correspondence
- Assisting in producing departmental budgets and supporting monthly HR financial documents
- Supporting HR contract, purchasing and invoice processes in Collaboration with Special Projects Coordinator
- Take the lead on web presence management, by assisting develop Human Resources intra and internet websites, insuring timely follow-up on website updates; these include updates, menus, promos and special calendar events in collaboration with CPO and other Human Resources staff members
- Provide CPO with administrative support through scheduling of key appointments, coordinating in-house meetings & agendas, and managing all associated arrangements
- Arranging domestic and international travel and preparing expense reports
- Managing and maintaining HR department office equipment and supplies and associated controls

Supporting Recruitment/Benefits/Organizational Development/Engagement Processes:

- Support the employment process including applicant screening, determining eligibility for employment, conducting reference checks and verifying paperwork for accuracy.
- Assist with department outgoing correspondence and memorandums as needed.
- Assist Human Resources Business Partner with maintenance of all logs (new hire, termination, transfers, department meetings, turnover reports) daily by period and prepare reports in a timely, accurate manner.
- Assist Benefits Analyst by creating New Hire benefits, FMLA, Workers' compensation and related filing.
- Assist Human Resources Business Partner and Benefits Analyst maintain filing systems
- Assist with coordination of all other new hire pre-employment steps, such as reference checks, etc., to ensure compliance with all company policies and procedures.
- Coordinate interviews and/or meetings on behalf Human Resources staff members.
- Assist with New Hire Orientation
- Assist with HR reception area duties by greeting employees, managers and potential new hires. Direct to appropriate staff person as necessary.
- Maintain inventory of office and benefit supplies on a regular basis.
- Assist Employee Engagement Specialist keep employee bulletin boards current, post memos, pictures of employee events, etc.

SKILLS, KNOWLEDGE AND ABILITIES

- Track record of having a team player mentality with strong collaboration skills
- Resourcefulness and the ability to problem solve and make decisions independently
- Organizational skills and demonstrated attention to detail with the ability to anticipate needs
- Ability to successfully undertake multiple assignments simultaneously, under tight deadlines
- Ability to handle high volume, confidential and complex administrative work
- Demonstrated ability to communicate effectively both verbally and in writing and draft original documents
- Ability to prepare formal presentation materials with minimal guidance

CORE COMPETENCIES (ADMINISTRATIVE)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to converse effectively, both orally and in writing and utilize standard telephones, 2-way radios, and smartphones.
- Ability to read instructions, directions, letters, memoranda, and other written materials.

MINIMUM QUALIFICATIONS

- Associates preferred.
- 1- 3 years' work experience
- Ability to write and communicate professionally.
- Must be customer service oriented, and possess the ability to work under pressure.
- Ability to work effectively under time constraints and deadlines.
- Able to set priorities, plan, organize, and delegate.
- Should possess the ability to complete multiple tasks simultaneously.
- Strong technology skills (Excellent command of Microsoft Office Suites, especially Word, PowerPoint, Excel, Visio, Outlook, and Publisher, mobile devices, etc.)

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.