

HR / Admin Assistant



To review the job description and apply for this job posting, go to WWW.TCWR.NET and click on “ABOUT”, click on “WORK AT TCW” and click on “APPLY FOR HR/ADMIN ASSISTANT POSITION”.

Internal Candidates, please search JOBS in our PDS program.

The job posting closes on **Monday, September 30, 2019.**

EEO/AA Employer / Minority / Female / Disabled Veteran

- 5 Key Accountabilities:

- On-boarding Process
 - Posting of positions / communication / scheduling with applicants / coordination of background & physicals / set up in HRMS / new hire orientation assistance (processing paperwork)
- Employee maintenance regarding benefit administration & reconciliation / payroll changes / verification of employment inquiries / etc.
- Filing (general and personnel are both done electronically with optimization for search ability and redacting for confidentiality)
- Back-up for Human Resources Manager
- Admin Duties:
 - Assistant to the President / CEO and Board of Directors
 - Scheduling Travel / Registrations / Appointments for President / CEO
 - Coordination of Board Meetings (locations / meals) and maintaining a present at each meeting for coffee, lunch services
 - Organizing conference attendance to the MRRA

- Requirements:

- Highest level of confidentiality / professionalism / ethical practice
- Critical evaluation skills / organization / multi-tasking / communication skills / abilities
- High school diploma or equivalent required, plus one year of office / clerical support experience.
- Proficiency with Microsoft applications
- Proficiency with the Internet