

<b>Position Title: Executive Administrative &amp; HR Assistant</b>	<b>Reports To: Business Manager</b>
<b>Date: 09.20.2022</b>	<b>Location: Santa Fe</b>
<b>FLSA Status: Full-Time Non-Exempt</b>	<b>Starting Salary: \$39,761 to \$43,182 (DOE)</b>

### POSITION SUMMARY

The Executive Administrative Assistant is responsible for providing high-level support through a wide range of office management, administrative, and executive assistant duties to support the agency CEO and leadership team. They exercise independent judgment in the resolution of administrative problems. They prioritize and manage multiple projects simultaneously with little or no supervision. They are responsible for various Human Resources functions. To include a variety of responsibilities such as: recruiting and onboarding, workers' compensation, safety team planning, and benefits administration.

### **KEY DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Operates computer to access e-mail, electronic calendars, and other basic office support software
- Remaining responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment such as the layout, arrangement, and housekeeping and maintenance and repairs of office facilities; purchasing office supplies, furniture, office equipment etc. for the entire staff
- Performing administrative work such as filing, sorting, and distributing mail
- Maintaining confidentiality of sensitive and confidential information
- Coordinates collection and preparation of staff reports (reimbursement requests, timesheets, credit card charges, etc.)
- Assists with special events as required
- Exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service
- Handling incoming and outgoing phone and electronic communications on behalf of agency; routing incoming calls to appropriate party quickly and efficiently
- Arranging meetings, travel arrangements, and reservations for CEO and leadership as

needed

- Educate and communicate company personnel policies and procedures to newly hired and current employees.
- Responsible for onboarding newly hired employees using the designated HR platform, to include personnel policies and procedures, employment documents, and benefit enrollment.
- Assist hiring managers to process and review employment applications to evaluate qualifications and eligibility of applicants.
- Record and maintain data for each employee using designated HR platform, including such information as addresses, weekly earnings, absences, supervisory reports on performance, change of statuses, and dates of and reasons for terminations.
- Perform other duties as assigned.

### **JOB QUALIFICATIONS AND CORE COMPETENCIES:**

- **Education and Experience:** H.S. Diploma or equivalent required. Bachelor's degree or 4+ years of relevant experience preferred.
- **Customer-Focus:** Demonstrated ability to build rapport and strong working relationships with diverse customers and internal team members. Independently anticipates customer needs and identifies potential solutions; consistently meets customer needs.
- **Written and Verbal Communication:** Has active and attentive listening skills; adapts communication content and delivery to individual needs. Openly and diplomatically expresses opinion. Translates what is heard, observed, or assessed into documentation that is accurate and concise; clearly communicates key information to others with a need to know. Adeptly adjusts communication content and delivery to fit different perspectives, needs, backgrounds, cultures, and styles.
- **JEDI:** Demonstrated commitment to advancing justice, equity, diversity, and inclusion.
- **Continuous Improvement:** Able to identify and apply "best practices" in own work. Plans and organizes work effectively. Adapts work practices to meet goals and deadlines. Persists in the face of obstacles or setbacks. Accepts responsibility for quality and outcomes of own work.
- **Planning and Organizing:** Effectively manages time, consistently meets deadlines, and uses resources creatively and efficiently.
- **Resiliency and Flexibility:** Adaptable and flexible in a changing environment. Maintains high performance in the face of setbacks or changing circumstances. Views failures objectively and rebounds quickly. Remains calm, supportive, and professional in potentially difficult or emotionally charged interpersonal

interactions.

- **Strategic Alignment:** Sets and achieves individual goals that align with role and organization's strategic plan or goals. Acts with an understanding of how own actions and decisions affect others' roles and program outcomes.
- **General Office Skills:** Proficient in MS Teams and Office: Word, Excel, Outlook. Adept at learning new systems and processes.

Bilingual skills in Spanish are a plus but not required for the position.

**This position description is intended to describe the nature and level of work being performed by a person in this position. It is not to be construed as an exhaustive list of all responsibilities and duties required.**