



**Internal Job Posting**  
***Electronic Notification: 3/12/2019 – 3/19/2019***

**Job Title:** Administrative Assistant

**Department:** Human Resources

**Reports To:** Vice President, Human Resources

**Direct Reports:** N/A

**FLSA Status:** Non-Exempt, Full-time

**Salary:** Commensurate with administrative experience and formal training

**Minimum Qualifications**

- Associates Degree preferred in Business Administration or Human Resources Management. Strong communication skills (oral, written and platform) and sensitive to employee and Consumer confidentiality. Five (5) years proven administrative assistant experience;
- Ability to interact with employees and applicants and research to respond to inquiries;
- Valid driver's license and good driving record; may require travel to Delaware and Central Pennsylvania Administrative Offices to maintain filing systems and support employee requests. May require working weekend hours to support staff initiatives;
- Excellent organizational skills, quantitative, analytical and computer skills. Demonstrated administrative skills to prepare correspondence and presentations in Micro Soft Office Software Programs;
- Strong data entry skills to input data with accuracy. Willingness and ability to perform filing and data entry on a daily basis. Position may require the ability to stand and sit for long periods of time;
- Strong presentation skills, interpersonal and problem solving skills and ability to work independently and as part of a team;
- Ability to manage confidential and sensitive information;
- Meet essential job functions outlined in job description.

**Summary of Responsibilities:**

- Completing Employment Verifications both verbal and written for current and former employees;
- Distribute forms and answers general questions for employees and applicants. Serves as a resource for employees to provide them with correct forms as requested;
- Assist applicants with completing new hire paperwork. Prepare New Hire Files and assists with maintaining the filing system and training databases for Pennsylvania and Delaware.
- May assist the department with pre-screening candidates, scheduling interviews, onboarding new hires and facilitating the HR portions of New Staff Orientation.
- Performs administrative functions which include typing, filing, answering telephones, preparing presentations, data entry and other office duties.
- Enrolls employees into the Employee Benefit Plans and schedules staff for Worker's Compensation visits, Random and For Cause Drug Testing. Enters data into various data bases to ensure timely reporting and notification of results.
- Performs filing/clerical support for the Payroll Manager and provides support for payroll processing and other regulatory compliance requests;
- Updates and completes employee status changes; processes 401K requests and other time/sensitive correspondence.

***External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at [recruit@ciinc.org](mailto:recruit@ciinc.org) or fax resume to 610-328-4597. Internal applicants (employees) should complete an Internal Transfer Request and forward it to [CHattonHolmes@ciinc.org](mailto:CHattonHolmes@ciinc.org). Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.***