



Job Description

Position Title: HR Generalist/Executive Assistant
FLSA Status: Exempt
Position Reports to (Title): Executive Director
Full-time/Part-time: Full-time
Revision Date: May 28, 2014

Position Overview

The HR Generalist/Executive Assistant reports to the Executive Director.

The HR Generalist will be responsible for, but not limited to:

- Recruiting and onboarding
- HR administration, benefit and PTO management
- Performance evaluation and management
- Professional development and training
- Proactive management of people initiatives to promote culture, employee well-being and morale

As Executive Assistant this position will:

- Provide support for the Executive Director
- Manage special projects and meetings
- Prepare, facilitate and record Board of Director meetings
- Coordinate Leadership Team meetings
- Oversee office operations

Essential Job Functions

The following is a list of the essential functions of this position. This list is intended to be representative of the tasks performed within the position description but is not limited to:

HR Generalist

- Manage all recruiting and on boarding of personnel
- Work hand in hand with the leadership team to manage personnel needs and candidate flow
- Create and maintain all personnel files
- Process bi-weekly payroll
- Work with finance in the administration of benefits and PTO management

- Maintain relationship with benefit providers to ensure best level of service
- Maintain employee handbook and HR procedures and policies, including those for safety welfare and health and ensure distribution and compliance
- Manage general employee relations questions and inquiries
- Coordinate the performance review process
- Manage promotion/salary adjustment processes
- Manage staff's professional development and training programs
- Coordinate culture-enhancing and morale building activities throughout the employee staff

Executive Support

- Coordinate and manage various administrative processes for the Executive Director , including scheduling, purchasing, expense reconciliation, travel arrangements and internal/external correspondence
- Manage special projects, meetings, and events (including speaking engagements and appearances) for the Executive Director and senior staff
- Attend Leadership Team meetings, tracking and managing any follow up items and communications
- Work with the Executive Director and Leadership Team on appropriate responses and actions to emerging issues that confront STC
- Work with the Executive Director to maintain and update for compliance and 'best practice' implementation of policies
- Develop and build relationships with internal stakeholders across the organization to identify areas for alignment and improvement of STC
- Prepare and facilitate Board of Directors meetings, either teleconference or at the sanctuary and record and transcribe meeting minutes to be provided to Board Secretary for review

Office Administration

- Oversee office operations including coordinating mail deliveries
- Managing office budget and maintaining records of all office expenses
- Manage the use of shared office resources, including the purchasing, maintaining and repair of equipment; printers, copiers, postage meter and fax machine, supplies and services
- In collaboration with Human Resources, create and administer office policies, procedures and practices to ensure efficient office operations
- Coordinate with building operations staff and service vendors to maintain a clean and functional office space
- Maintain office voicemail system
- Liaise with third-party IT support to strategize, purchase and maintain office technology
- Perform other duties as assigned



Education and Work Experience

- Bachelor's Degree
- Minimum two years experience in human resources, or
- Minimum three years experience in administrative coordination capacity
- Understanding of and experience in non-profit organizations is preferred

Knowledge and Skills

- Advanced level of proficiency in Microsoft Office
- Knowledge of IMac software systems
- Excellent time management skills
- Superior organization skills
- Self-motivated, resourceful, detail-orientated and energetic
- Ability to take initiative
- Must be a team player
- Possess outstanding writing, editing and proofreading skills
- Excellent communication and interpersonal skills
- The ability to prioritize and handle multiple projects is essential

To Apply:

Please submit a cover letter and resume to: HR@savethechimps.org. Only those whose applications are being considered will be contacted. No phone calls please.

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