**MINIMUM QUALIFICATIONS**

High school diploma or equivalent

**PREFERRED QUALIFICATIONS QQUALIFICATIONS**

Associates degree or equivalent \*and\* 2 (two) years of experience performing administrative duties in an Human Resources an/ or customer serivce office environment, and an expert knowledge of MicroSoft Office Word, Excel and Powerpoint.

**JOB SUMMARY**

The Human Resources Receptionist is responsible for providing customer service (greeting internal and external customers in person or on the telephone), administrative and technical support to areas with Human Resources. The applicant will be responsible for providing assistance to crafting job descriptions and maintaining databases with candidate information.

**RESPONSIBILITIES**

Operates a telephone system to relay incoming and outgoing calls; providing information or directing calls or visitors to appropriate office or individuals; or answering callers’ questions directly;

Responds to inquiries about the application and hiring process and posted jobs;

Greets persons entering the work environment;

Gathers and compiles employee data into excel reports for various human resources activities;

Operates office machines and computers for the purpose of filing, copying, data entry, maintaining electronic files and records;

Provides administrative support such as maintaining employee files, ordering departmental supplies, providing employment verifications, processing employee separation notices (personnel action requests); and employee exits and clearance forms; Other duties as assigned

**COMPETENCIES**

Ability to respond to customers in a kind and pleasant manner either by phone or face to face; Self starter

Ability to demonstrate proper phone technique; Skill in the operation of computers and job-related software programs (Microsoft Office Word, Excel, PowerPoint); Oral and written communication skills; Skill in interpersonal relations and in dealing with the public; Decision making and problem solving skills

**SALARY/BENEFITS**

Hourly rate is commensurate with education and work experience. This is a part-time position and does not include insurance benefits; work hours will not exceed 29 hours per week.

**SPECIAL NOTES:**

Only applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening. Professional references are required.

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