

Human Resources

PERSONNEL OFFICE ASSISTANT



JOB DESCRIPTION

The Personnel Office Assistant aids the Personnel staff in ensuring efficient operation of the Human Resources Department. This administrative role includes organization, detail-orientation, timeliness, being interpersonal, and problem solving.

REQUIREMENTS

The following are preferred or required:

- A strong commitment to personal faith in Jesus Christ
- Proficiency with computers and Microsoft Office software
- Ability to communicate clearly and professionally in both a verbal and written capacity
- Aptitude for organization and efficiency

RESPONSIBILITIES

- Support full-time Personnel Department staff through a variety of tasks related to organization and communication.
- Be responsible for confidential and time-sensitive material.
- Effectively communicate via phone and email with accuracy, quality, and timeliness.
- Consistently connect and minister to the summer staff as you assist in helping them solve their problems through conflict resolution, active listening, prayer, etc.
- Develop a relationship with all members on your team and aid in their spiritual development.