



External Recruitment

HR Administrative Assistant / Front Desk Support – Peoria IL

Goodwill Industries of Central IL is recruiting for an administrative support team member with the ability to pay great attention to detail, have strong customer service skills, independent judgment is required to prioritize and organize diversified workload and the ability to follow through on all the detailed parts of Human Resources. The HR Assistant performs a variety of tasks requiring special knowledge related to HR area of assignment.

Under the direct supervision of the HR Director, the HR assistant will perform a variety of responsible and complex technical and administrative summarized duties include but not limited to:

Front Desk

- Represents Goodwill Commons building and the Human Resources Department in a professional manner by being the first point of contact for those entering the building.
- Delivers excellent customer service at all times for both external and internal guests of a diverse population group.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Serve as the main receptionist for HR and dispatches calls to other departments. Answering phones, direct calls to appropriate individuals, and responding to general inquiries. Supplies general information to callers and visitors as necessary and appropriate, in accordance with company guidelines and policy.
- Handles daily incoming and outgoing mail. Processes work orders when problems arise as required.
- Perform other duties as assigned.

Human Resources

- Performs all duties in a manner that promotes team concept and reflects Goodwill's mission, philosophy, and core values of respect, excellence and stewardship.
- Assists HR Department in carrying out daily functions and operations of the Human Resources department.
- Complies with federal, state, and local legal requirements to include but not limited to labor law posters, files and record retention and destruction.
- Assists HR Department with recruitment to include but not limited to job announcements, reviewing resumes, reference checks, and applicant tracking duties.
- Coordinates all pre-employment testing and background checks. Ensures all employees complete appropriate pre-employment and post-offer testing to include drug screen, functional assessment, and background checks; approves proper billing and submits for payment.
- Processes, audits and tracks all "Employee Action Documents" to ensure accuracy.
- Prepares and enters all "Employee Action Documents" to include up to new hire paperwork, benefits, payroll, performance, training and employee changes in a timely and accurate manner in all databases.
- Responds to all employment verification following confidentiality practice.
- Supports HR Department in collecting and distributing unemployment and worker compensation correspondence.
- Adheres to and promotes at all times "Safety First" philosophy and following safety policies and procedures.
- Performs other duties as assigned.

Knowledge/Qualifications:

- Required Highschool Diploma or equivalent. Required Associates Degree and 2 years HR support experience and/or related experience; or 3 years or more of related clerical and administrative experience in Human Resources
- Experience with Windows operating system, Microsoft Office Suite and other software applications.
- Must be able to type 45 WPM
- Must have reliable transportation. Must have and maintain a valid driver's license and meet our insurance standards

Summary of Abilities:

- Ability to communicate clearly, courteously, and effectively verbal and written in professional environment. Understands and follows oral and written instructions. Must be able to communicate (oral and written) with all employees and guests.
- Ability to utilize/view a PC and/or monitor and use keyboard and mouse for extended periods of time.
- Ability to protect and maintain confidentiality.
- Must be able to stay on task with minimum supervision. Must be a team player with the ability to adapt well to changes.
- Enter high volume of data in an accurate and timely manner in various databases.
- Ability to prioritize and manage multi-functional tasks. Ability to work effectively under pressure, and against strict time constraints.

Submit indication of interest by sending a resume and cover letter to kclark@goodwillpeo.org. All indications of interest must be received no later than **Tuesday, May 8, 2018**.

