



Administrative Assistant/HR Clerk

EEOC Job Classification:	Administrative support workers
Department:	Human Resources
Supervisor/Reports To:	Human Resources Manager
Updated:	09/2023
Approved By:	D. Raines - HR Manager

The Administrative Assistant/HR Clerk will provide ongoing support to the Human Resources Department and offer administrative support throughout the office to cover various duties as assigned. The ideal candidate will be driven, detail oriented, efficient, and have strong, demonstrated communication and follow-up skills.

Essential Duties

- Perform general clerical duties
- Assist in maintaining HR personnel files and other filing system records
- Answer telephone calls and assist with inquires
- Provide administrative support to ensure efficient operation of the office
- Assist with scheduling appointments and managing calendars
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Offer proofreading and policy writing support to HR Manager
- Coordinate and maintain records for staff office space, phones, parking, and other misc. records as assigned
- Assist in resolving administrative problems
- Run administrative errands as needed
- Assist Human Resource Manager with ongoing departmental projects
- Assist in new hire paperwork, onboarding, and personnel file construction
- Greet incoming candidates, customers, clients, and business partners
- Assist with recruitment efforts including but not limited to, attending job fairs alongside HR Manager, scheduling interviews, pre-screening candidates

Required Skills

- Advanced experience with Microsoft Office programming
- Experienced utilizing Microsoft Outlook for tracking, scheduling, notifications, and email communication
- Strong attention to detail
- Strong communication skills and problem-solving capabilities
- High regard for confidentiality and experience handling highly sensitive information
- Basic to intermediate understanding of HR procedures



- Able to follow direction and complete delegated tasks efficiently

Education and Experience

- Required – High school diploma or equivalent
- Required – Some college and/or demonstrated history of professional development progression
- Required – 4 Years of Administrative Experience
- Preferred – Ongoing community involvement
- Preferred – Associate's Degree
- Preferred – Familiarity with HR policy, regulation, law, and best practice

Physical Requirements

- Sitting – 80%
- Standing/Walking – 20%
- Ability to lift up to 25 pounds

Job Type: Full-time

Benefits

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Paid holidays
- Short-term disability insurance
- Long-term disability insurance

Schedule:

- 8-hour shift
- Monday through Friday
- 8am – 5pm

Ability to commute/relocate:

- United States: Reliably commute or planning to relocate to Kalispell, Montana before starting work (Required)
- No Travel Required



Employee Acknowledgement of Job Description

I have received a copy of the job description for my position.

Position: _____

Revision Date: _____

I, _____, have reviewed and fully understand the job description for my position and all of my duties and responsibilities. I am able to perform the essential duties of this job as outlined with or without reasonable accommodation. I understand that my job may change regularly or temporarily to adapt to the needs of my location or department without changes being specifically included in the job description.

Any questions that I have regarding my job description have been fully answered and I have no concerns prior to signing this acknowledgement. If I have any future questions regarding my job description or essential duties, I agree to reach out to the Human Resources Manager or my direct supervisor.

I understand that my employment is based on my ability to satisfactorily perform the essential duties and requirements of my job description.

Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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