



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Administrative Assistant – People & Culture

Summary

The Administrative Assistant P&C is responsible for directly supporting the VP of People & Culture, including team members within this department, as well as, providing operations support of the People & Culture functional area.

Classification

Non-exempt / Hourly

Reports To

Vice President of People & Culture

Essential Functions

Job Functions

- Provide administrative support to the VP of P&C and P&C team.
- Responsible for all aspects of P&C office administration.
- Assist with day to day operations of the HR functions and duties as needed.
- Interface with employees and business leaders throughout the organization.
- Coordinate and Maintain department calendars by planning and scheduling meetings, conferences, teleconferences, and travel (including air, hotel, transportation, etc.)
- Special projects as requested by VP of P&C

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Experienced in handling highly confidential materials and information with a high level of discretion and professionalism
- Proficient in Microsoft Office suite, HR information systems and social networking platforms
- Strong time management skills; ability to multi-task and adept at organization, setting priorities and managing deadlines in a fast-paced environment with competing priorities.
- Known for dependability, initiative and interpersonal skills.
- Excellent communication skills (oral & written)
- High degree of attention to detail, optimal work standards, and process improvement.
- Ability to remain calm in stressful environment with tight deadlines.
- Effective communicator and collaborator with multiple levels within the organization, in person, by email or over the phone

Supervisory Responsibility

No

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- High school diploma or GED
- 3-5 years' experience as an HR Administrative Assistant or staff assistant
- Basic knowledge of Human Resources and employment regulations
- Proficient in Microsoft Office suite

Preferred Education & Experience

- Bachelor's degree; business/secretarial education/training
- Bilingual – English and Spanish
- Real estate / hospitality / construction industry related experience

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com