

DeKalb County Board of Health

Hourly Administrative Assistant

Position # 10574

(\$20ph- Up to 29 hours per week)

POSTED: April 22, 2021

DEADLINE TO APPLY: May 6, 2021

LOCATION: E.L. Richardson Health Center – Human Resources

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

DUTIES: We are looking for a hardworking and reliable HR administrative assistant to join our ambitious Human Resources dream team! If you are passionate about HR operations and you would like to give your contribution in creating a great organizational culture, this is the right position for you. Your job will be to provide support to the work of the HR department by performing a variety of administrative tasks. In this position, you will be responsible for providing information and assistance to internal and external customers, logging personnel action forms, employment verifications, reviewing new employee forms, new hire rosters for orientation, creating new employee folders, creating correspondence and reports, special projects, managing travel requests, purchasing, organizing and coordinating HR events, meetings and trainings and other assigned functions and/or program areas. You will serve as the administrative support for the Human Resources team.

COMPETENCIES: Ability to handle administrative functions for HR; Ability to maintain accurate records and logs; Commitment to providing excellent customer service; Excellent organizational and time management skills with an attention to detail; Ability to operate general office equipment; Excellent communication (verbal and written) and interpersonal skills; Proficient in Microsoft Office Suite; Act as a reliable and supportive team member; and Ability to maintain confidential information.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university AND One year of related experience OR Three years of related experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with previous working experience as an HR administrative assistant for 1-3 years; Knowledge of HR software (HRIS or HRMS); Familiarity with labor laws; Ability to explain personnel process to employees at any level; Extensive knowledge of office management systems and procedures; BS in Human Resources or similar relevant field; Data-driven mindset.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Michelle.Raines@dph.ga.gov