

**TITLE: Executive Assistant**

**DEPARTMENT: Human Resources**

**REPORTS TO: Human Resources Specialist**

**STATUS: Non Exempt/Full Time**

**Summary:**

The Executive Assistant assists the Human Resources Specialist in addressing the processing of vendor payments, meeting temp staffing needs, conducting temp orientation, maintaining files, complying with government regulations, maintaining the PPAI website Industry Job Board, and promoting a positive work environment for all employees. The Executive Assistant also provides high-level administrative support to company executives with responsibilities to include making travel, meeting and event arrangements and performing clerical functions, etc.

**Essential Functions:**

1. Review bills and code by department as needed for processing by accounting.
2. Responsibility for the Industry Job Board and Industry Professional Resumes sections of the PPAI.org website
3. Post open jobs internally, assist with candidate sourcing, screening, and interview scheduling.
4. Conducts and coordinates filling of temp assignments as well as orientation for all new temps.
5. Process employment verifications
6. Posting of the daily quotes on the HR white board.
7. Edits PPAI's intranet, The Insider, with HR related updates.
8. Assist HR Specialist with special projects such as Committee meetings, Performance Evaluations, Benefits Enrollment, Training, Employee Events and Surveys.
9. Create reports, memos, letters and other documents using word relevant computer software.
10. Record, type and distribute meeting minutes.
11. Perform general office duties such as ordering supplies and maintaining records management database systems.
12. File and retrieve corporate documents, records and reports.
13. Open, sort and distribute incoming correspondence, including faxes and email.
14. Make travel arrangements for executives.

**Competencies:**

1. Basic knowledge of and experience in corporate Human Resources.
2. Strong Microsoft skills including Excel Spreadsheets and PowerPoint presentations.
3. Ethical Conduct including Confidentiality of Information.
4. Decision Making.
5. Financial Management.
6. Problem Solver.

7. Communication Proficiency.
8. Time Management.
9. Flexibility.
10. Stress Management/Composure

**Position Type/Expected Hours of Work:**

This is a full-time position with a set schedule on weekdays during PPAI's normal business hours.

**Level of Supervision:**

This position requires moderate supervision of the Human Resources Specialist.

**Required Education and Experience:**

Some college required. Bachelor's degree preferred. Basic knowledge of and recent experience in corporate Human Resources preferred.

**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 in this job.

Duties, responsibilities and activities may change at any time with or without notice.

**Working Conditions:**

1. Environmental Conditions: Good
2. Physical Effort: Minimal
3. Hazardous Exposure: Minimal

**Physical Demands:**

The physical requirements of persons in this position classification are:

1. Capacity to exert up to 25 pounds of force
2. Endurance to sit for extended periods of time
3. Mostly clerical, administrative work requiring vision
4. Manual dexterity to operate office equipment (computer, copier, etc.)
5. Occasional driving as needed for business purposes
6. Travel: Minimal