

HR Administrative Assistant

Full-time

October 2022

Organization

RefugeeOne, located in Chicago's West Rogers Park neighborhood, has a national reputation for its success in helping refugees fleeing war, terror, and persecution to build new lives of safety, dignity, and self-reliance. RefugeeOne has a remarkably diverse staff of 70+ people who collectively speak 35 languages. RefugeeOne has been resettling refugees in the Chicago area since 1982. For more information, visit refugeeone.org

Position

The Human Resources (HR) Administrative Assistant performs a wide variety of tasks in support of the HR needs of RefugeeOne staff. The primary duty is to collect and manage all data pertaining to employees and is involved in the recruiting, hiring, and training of new employees. Displays initiative and resourcefulness in identifying and appropriately addressing issues, and maintains excellent communication with RefugeeOne staff.

HR Administrative Assistant Responsibilities:

- Provide administrative support to HR Director
- Manage logistics of recruitment and hiring; ensure that job requisitions have been completed, develop job postings, assist hiring managers in posting job ads on careers pages and processing received resumes, work with hiring manager to develop screening tools and arrange interviews
- Complete on-boarding process, including background checks, e-verify and I9
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Manage scheduling of goal-setting and performance management process
- Maintain confidential employee files
- Assist with management of employee benefit programs
- Support development and implementation of employee training programs
- Prepare, manage and store paperwork for HR policies and procedures
- Support implementation of RefugeeOne policies

HR Administrative Assistant Requirements:

- General knowledge of employment laws and practices
- Effective oral and written communication
- Excellent organizational skills
- Act as a reliable and supportive team member

- Ability to effectively use computer software including Microsoft Outlook, Word, Excel and HR software
- Evidence of high-level discretion and respect for confidentiality
- Demonstrated ability to interact with a diverse workforce
- Demonstrated capability in conflict resolution
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

Education/Experience:

- Bachelor's Degree or higher
- 5-7 years of related work experience is a must

Position Information and Compensation

- 40 hours per week
- Annual salary plus generous PTO and benefit package

COVID-19 Vaccination Required

To Apply

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS, PLEASE