

Job Description: HR Administrative Assistant

Classification:	Hourly
Position type:	Non-Management (no direct reports)
Hours/Travel:	20 hours per week
Reports to:	Director of Human Resources Services, the Americas
Location:	Regional Office, Washington DC
Date:	November 2017

SUMMARY:

The main area of focus for this role is the support and administration of the Regional Human Resources Team in the Washington, D.C. office. Responsible for general administrative functions on a day-to-day and as needed, basis.

Provide administrative support in the form of clerical work, project facilitation, assistance with HR systems, and coordination of employee relations events.

ESSENTIAL FUNCTIONS:

- Assist HR team with various clerical tasks/projects
- Use Office 365 to perform tasks
- Respond to email and phone calls as able
- Coordinate office events
- Upload data to HRIM system
- Other administrative tasks as needed.

COMPETENCIES:

- Proficient in Office 365
- Possess excellent written and oral communication skills
- Provide 5-star customer service to our colleagues and business partners
- Be a team player and support the needs of the office
- Be punctual to scheduled office hours

SUPERVISORY RESPONSIBILITIES:

- Positions that will report to this position - None

EDUCATION AND EXPERIENCE:

- Experience in hospitality industry a plus
- Experience with Office 365 (Microsoft suite)

WORK ENVIRONMENT, PHYSICAL/VISUAL ACUITY REQUIREMENTS:

- This position is not substantially exposed to adverse environmental conditions; this is a typical office/administrative position, sedentary work.
- This position requires close visual acuity to perform activities such as preparing data and figures; transcribing; viewing a computer terminal.