

Position Description

Position: Office Assistant

Department: Human Resources

Reports to: Director/Associate Director of Human Resources

Range: 56% – 76%

Last Reviewed: 7/11/18

Class: Hourly FT

Summary

As full-time HR Assistant to the Human Resources Department, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** (*who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom*) that will assist the conference in accomplishing its mission and vision by modeling its' values.
- **Meetings:** Actively engage in monthly Office Staff meetings as well as other meetings as requested.
- **Maintain:**
 - Maintain Employee Contact List
 - Maintain Office Phone and Birthday list, Meeting Rooms, and Vacation Calendar
 - Maintain Ministry Magazine and Shepherdess Magazine lists as well as prepare Shepherdess labels as needed
- **Process:**
 - Assist with Locally Funded Employee initiative/processing
 - Assist in providing guidance/interpretation of employment laws/regulations for local entities and employees
 - Assist with timely processing of all new hire paperwork
 - Process and maintain Fingerprint cards for appropriate employees – Prepare fingerprint invoices
 - Prepare Monthly Anniversary Report
 - Process Vacation Requests and Annual Vacation Carryovers
 - Process Verifications of Employment
 - Process Service Record Updates
 - Coordination of receptionist telephone coverage

- **Support:**
 - Order flowers as directed by Director/Associate Director
 - Provide regular clerical duties such as answering calls, making copies, filing, creating new files, data entry, stocking refreshments, etc.
 - Update and stock Receptionist desk with information and supplies
 - Distribution and maintenance of office keys
 - Employment verifications; Pre-employment testing
 - Oversight of employee I-9 files
 - Special projects as assigned
 - Assist with pre-employment testing of candidates
 - Rotated Receptionist Desk Telephone Coverage
 - Other duties as assigned

Education, Skills, and Experience

Associate (AA/AS) degree required. College credits (12-24 months) in a related field or applicable experience may be acceptable in lieu of educational requirements. Successfully completed coursework in related field desirable. Proficiency with Microsoft Office Suite required. A proven track record of effective leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and skill development plans.

Credentials/Licenses/Certifications

- Adherence to the minimum code of conduct set forth in the *Professional Baseline for Full-time, Hourly Employees*
- Valid documentation of legal right to work in the United States
- Valid driver's license.
- International employees (usually on R1 visa) from countries where English is not the primary language, must provide valid, *English as a Second Language* (ESL) certification in general communication skills, up to Level 6.

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, but no travel will be required. Any overtime requires prior supervisor approval; 5) Ability to appropriately handle stress and interact with others is an essential function of this job.