

OAKHILLS

C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	HR Administrative Assistant	Status:	Core Full-Time
Department:	Human Resources	FLSA:	Non-Exempt
Reports to:	Human Resources Director	Job Class:	Para-Professional
Direct Reports:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday - Friday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** This position is responsible for performing professional administrative duties, which support the Human Resources Director and the Human Resources (HR) Department.

II. **Primary Duties and Responsibilities:**

1. Supports Human Resources Director with daily activities and special projects, to include research, compiling data, creating PowerPoint presentations and working with complex Word and Excel documents.
2. Exercises discretion and maintains strict confidentiality.
3. Coordinates on-site planning meetings, events, and training for HR Department to include room reservation and set-up, technical and audio requirements, refreshments and/or catering, prepares handouts, study materials, and guides, and collects post class surveys.
4. Manages the flow of information in and out of the HR Director’s office by screening calls, opening/sorting mail, summarizing reports and memos before forwarding, and preparing and formatting communications for internal and external distribution.
5. Assist HR Director with calendar management (schedules meetings, monitors schedule conflicts, and dials into meetings) and prepares meeting materials.
6. Responds to employee requests on a wide variety of HR issues.
7. Performs various administrative duties for the Human Resources Department including copying, faxing, filing, and email correspondence.
8. Assists with department budget activities; maintains purchase card expenses and completes employee’s expense check requests. Reconciles discrepancies as needed.
9. Conducts background checks for all new and rehired employees. Audits and tracks employee background checks to maintain organizational compliance.
10. Posts job openings on the employment website.
11. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Two (2) years of college from an accredited college or university.
2. Three (3) years of progressive administrative experience including one (1) year supporting at a leadership level. Preferred Human Resources experience.

IV. Knowledge and Abilities:

1. Knowledge of principles and practices of organization and management.
2. Knowledge advanced computer office applications (Microsoft Office) and equipment.
3. Knowledge of English usage, spelling, and punctuation.
4. Knowledge of business mathematics.
5. Knowledge of techniques and methods of research, data collection, and statistical methods.
6. Knowledge of basic record keeping procedures and practices.
7. Ability to discern and maintain confidentiality.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to work independently in the absence of supervision.
10. Ability to compile data and prepare reports.
11. Ability to research, analyze and summarize data.
12. Ability to learn principles and procedures of personnel administration.
13. Ability to learn assigned department procedures, policies, activities and services.
14. Ability to perform responsible programs and office administration duties.
15. Ability to interpret and apply administrative and departmental policies and procedures.
16. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Created: October 2018