

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: October 22, 2018
TITLE: Human Resources Support Clerk
CLASS/FTE: Part-Time 40% (16 hours per week)
SITE: Human Resources Department
SUPERVISOR: Darlene Romero, Human Resources Director

PURPOSE:

Provide administrative support to HR Department and employees of El Centro Family Health (ECFH). Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction.

Minimum Requirements

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Minimum of six months clerical experience, knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 40 wpm.

ADMINISTRATIVE REQUIREMENTS:

1. Answer telephones and transfer to appropriate staff member.
2. Meet and greet employees, clients and visitors.
3. Create and modify documents using Microsoft Office Suite.
4. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, picture ID nametags, business cards, and filing.
5. Maintain hard copy and electronic filing system.
6. Assists with research, price, and purchase office furniture and / or supplies and completes requisitions as needed for orders and forwarded for approval to the HR Director as required.
7. Coordinate and maintain records for staff.
8. Prepare files for filing and archiving.
9. Assist HR Tech in completing employment references for new hires.
10. Assist in preparation of new hire packets for new employee orientation.
11. Maintain procedure manuals to ensure consistent performance of routines tasks as required.
12. Support staff in assigned project based work.
13. Composes correspondence/reports as needed.
14. Other duties as directed that are consistent with the position.

Interested individuals must submit an updated employment application or resume to Human Resources – via email to hr@ecfh.org or fax to 505-747-8973, ATTN: Samantha Carlson, HR Tech.

DEADLINE: Open until filled