

## **Executive/Human Resources Coordinator**

We are seeking an Executive/HR Coordinator to join our team! You will provide high-level administrative support for the CEO at our company as well as coordinating human resources tasks.

### **Responsibilities:**

- Handle administrative needs of CEO
- Arrange conference calls and meetings
- Plan work-related meetings and events
- Receive visitors
- Assist with orientation of new staff
- Maintain and order supplies
- Maintain and update policies and procedures as directed by CEO
- Protect sensitive information in the executive's office and respect confidentiality
- Record minutes for leadership and board meetings
- Update organizational and board lists, phone directories and calendar of events
- Assist with employee database information
- Assist with recruitment of staff and onboarding
- Assist with payroll duties

### **Qualifications:**

- Previous experience as an executive secretary, administrative assistant, or in other related fields
- Strong organizational, planning and problem solving skills
- Ability to prioritize and multitask
- Strong attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent attendance record