

Position: **Administrative Assistant**
Employment Category: **Full-time, Non-Exempt (Hourly), 38 hours/week**
Department: **Human Resources/Administration**
Reports to: **Human Resources Director**
Work Location: **Oregon Conference Office, Gladstone, OR**
Submission Deadline: **May 2021**

Job Overview: The Administrative Assistant for Human Resources and Administration will work primarily with the Human Resources department with their time split about 75% of their work time spent in Human Resources department functions and assist the Conference Administration department with 25% of their work time.

Responsibilities: The Administrative Assistant will provide administrative support to the HR Director and Assistant Director. Job duties will include but are not limited to the following:

Human Resources Department

- Providing administrative support to HR Director and Assistant Director.
- Answer phone calls and emails to the department, proactively call churches, schools, and employees for various employment or HR needs.
- Assisting employees with benefit questions.
- Assist director with preparing communications to inform employees about employment law changes, benefit offerings, etc.
- Assisting with employee transitions, including payroll notification, preparing new hire/termination paperwork, review of new employee documentation. Follow up with employees and supervisors when additional paperwork is needed or other issues arise. Notifying employees of benefit continuation rights upon termination.
- Assist with benefit plan enrollments and changes (open enrollment notifications, terminations, status changes, over-age dependent changes, answering questions, and assisting employees with online benefit enrollments).
- Filing for annual employment of minors certificates for Oregon entities (communication with schools and churches regarding their plans for coming year, maintaining list of entities that employ minors and the duties they carry out).
- Compiling and updating employment posters (as required by federal and state law), posting at the Gladstone office, and notifying local entities of updates annually, and as needed throughout the year.
- Assist with worker's compensation claims and OSHA reports.
- Maintaining credential list, including issuing appropriate credentials for new employees.
- Monitoring and providing updates for web pages for the Human Resources Department.
- Help with updating and distributing employee service records when requested.
- Gather employment data and complete annual reports to the NAD and GC.
- Update online benefits management software for employment changes.
- Run background checks on all new and/or returning employees.

Administration

- Assist the Conference President, Treasurer, and Assistant to the President with assigned tasks.
- Answering calls, taking messages, and screening calls to the President's office.
- Assist in calendar management as needed for each position.
- Assist with clerical needs such as: filing, letter and mailing preparation, general correspondence with Conference constituents and employees.

Qualifications/Skills: The Administrative Assistant will need to have an ability to work efficiently and independently, meet deadlines, pay attention to details, and be proactive when handling tasks. Excellent oral and written communication skills and an ability to work with and enjoy people are essential. The Administrative Assistant must be able to maintain confidentiality, and deal kindly and professionally with individuals both on the phone and in person. The Administrative Assistant also should be competent in using Microsoft Office programs and comfortable with learning other web-based computing software.

Education: A Bachelor's degree with course work in Business or Human Resources Management is preferred but not required. An Associate's degree and/or relevant work experience will be considered. Prior experience working with the benefits of the Seventh-day Adventist church is preferred.

Compensation: This position has a wage range from \$15.71 to \$20.84 an hour, depending on experience. Benefits include paid holidays, vacation, and sick leave; health care coverage; 403(b) retirement plan participation (including employer contributions); and the option to voluntarily purchase supplemental life insurance, personal accident insurance, long-term care insurance, and Hartford benefit coverage through payroll deduction.

Employment Conditions: The majority of the Administrative Assistant's time will be spent at their desk and working at a computer, but some lifting and moving of supplies and equipment may be required (generally less than 25 pounds).

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

If you are interested in applying, please submit a completed General Employment Application, cover letter, and resume. The General Employment Application is available on the [Oregon Conference website](#).

This information may be sent to the following address:

Oregon Conference of Seventh-day Adventists

Attn: Human Resources
19800 Oatfield Road
Gladstone, OR 97027

Or you may send your application via e-mail:

david.perrin@oc.npuc.org