Rockingham County
Department of Human Resources

Career Opportunity

Position Title: Executive Assistant
Department: Human Resources
Status/Shift: Full-Time (40 hours)
Repost

Salary Range: **$17.43 - $24.12**
Posted: 9/12/2017
Closing: 9/21/2017

Purpose/Scope:

The Executive Assistant provides complex and administrative support to assist with the day-to-day operations of the Department of Human Resources. The Executive Assistant serves as the primary point of contact for staff, agencies, and the general public relative to policies, procedures and programs of the County.

Essential Job Functions:

Responsible for a broad variety of administrative tasks including: manages an active calendar of appointments; completes expense reports; provides data entry, composes and prepares correspondence.
Researches, prioritizes, and follows up on incoming issues and concerns, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
Works closely with department heads to generate, track, and administrate open employment positions.
Generates monthly employee evaluation schedules, disperses reports to departments, and creates Payroll Change Notices.
Tracks, organizes, and files applicant tracking documents.

Knowledge, Skills, and Abilities Required:

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
Proactive approach to problem-solving with strong decision-making capability.
Highly resourceful team-player, with the ability to work independently and meet deadlines in a fast paced environment.
Ability to handle confidential information with discretion; adaptability to various competing demands.
Forward looking thinker, who actively seeks opportunities and proposes solutions.
Highly skilled in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.
Knowledge of HRIS databases, Kronos preferred.

Submission Requirements: Employment application required. Resume and cover letter optional.
Apply to: Human Resources Department Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:
Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833
Applications can be found online at: **rockinghamcountynh.org/careers**

EQUAL EMPLOYMENT OPPORTUNITY
Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.