



Job Posting #:	34FB07212021	Posting Type:	External
Job Title:	Departmental Assistant	Grade/Classification:	9/Non-Exempt
Department:	Human Resources	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The role will provide accurate, reliable and efficient administrative support to the Managing Director - Human Resource & Organizational Development in order to help meet the objectives of the Human Resources area and the Cooperative.

ROLE AND RESPONSIBILITIES

- Input data requirements and provide administrative support for the departmental budgets based on oversight and guidance from departmental leadership.
- Prepare and maintain reports.
- Review and summarize departmental billing invoices.
- Receive, sort, and distribute human resources mail as required and directed.
- Maintain accurate and complete HR files in a confidential and secure manner.
- Must maintain a very high degree of confidentiality.
- Retain records in line with company record retention requirements.
- Plan and coordinate travel, accommodations, and meeting arrangements for the Managers and others as needed
- Sort, stuff and distribute payroll checks.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of two-year Associates degree or equivalent required. Four years of experience may be substituted. Additional college level courses related to the job performance preferred. Six years of work experience, where responsibilities have increased progressively and diversely is required. The preferred candidate minimum of two years of experience in general office work is required, with background experience in a Human Resources related area desired.

Candidate should possess a workable knowledge of the duties of the position, including HR functions, recordkeeping, payroll, business letters and reports, and filing. Must have good communication skills both written and verbally. Must maintain strictest confidence in the performance of all duties.

Work will be primarily performed in the Fredericksburg office with occasional trips to the districts. Occasional overtime may be required. Extra hours may be required during emergencies or workload demands.

HOW TO APPLY:

Internal Applicants: Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes should be emailed to rechr@myrec.coop

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #34FB07212021

Deadline: Tuesday, August 3rd, 2021 @ 5:00PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.