

Administrative Assistant (HR Emphasis)
Weekdays Full Time (40 Hours per Week) / Wage: DOE

Empower Tehama seeks an experienced Administrative Assistant to join the team of a dynamic and growing organization in Red Bluff, CA. The ideal candidate will have five years of secretarial or administrative assistant experience. Some Human Resource experience preferred.

Primary duties will be to provide administrative and clerical support in day-to-day operations of services and programs. Duties may include development of procedures, protocols, forms and program related forms or reports. This position is cross-trained in and may perform tasks related to human resources administration, file maintenance, employee and volunteer recruitment and/or orientation, and other administrative duties.

This position is part of a team that manages business administration aspects of the organization. Cross training is expected across the team.

Key Responsibilities include but are not limited to the following:

- Maintain HR files, create documents, correspondence and other materials as requested.
- Receive and route incoming calls, mail and correspondence as needed.
- Manage HR policy & procedure documentation, distribution, review and updates.
- Assist with recruitment, trainings, and orientations for new employees and volunteers.
- Prepare for and assist in meetings, events, etc.
- Maintain job postings on agency websites, Facebook, and other job boards.
- Perform employee/volunteer/contractor screening via background/reference checks
- Other tasks as assigned.

File and Record Management:

- Utilize electronic file management system (Doc Star).
- Train new staff in Doc Star; follow up and certify individual competency.
- Ensure compliance with document confidentiality requirements and retention policy.

Other important skills include:

- Strong, clear and effective communication skills (written, oral).
- Well organized and detail oriented.
- Professional presentation and office manners.
- Ability to represent agency well in the community and internally.
- Intermediate to advanced level experience with WORD, Excel, Outlook, and QuickBooks.
- Understanding of the importance of confidentiality.

Empower Tehama offers a compensation package that includes a competitive salary; paid vacation (2 weeks), sick (9 days), holidays (11 days); medical (80%), dental and vision (50%), and life (100%) insurance; AFLAC; and an IRA retirement plan (100% match, up to 3% of salary). We invest in on-going education and training for staff, which varies, based on needs of the business, funding and training availability.

Empower Tehama is a growing agency dedicated to promoting healthy relationships and inspiring social change.

To Apply: Complete the application on our website, www.empowertehama.org. Submit your completed application, resume, and cover letter to a JTC staff person, and ask for a Prescreen Interview. Elected applicant must hold a valid driver's license and proof of insurance.



Empower Tehama is a California At -Will Employer
EmpowerTehama is an Equal Opportunity Employer