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## **Job Opportunity: Human Resource Assistant/Front Desk Receptionist**

**POSTING DATE:** 12/10/2024 – Until Filled

**POSITION & PROGRAM:**

Human Resources (HR) Assistant - Front Desk Receptionist/Human Resources

**POSITION SUMMARY:**

The focus of this role is to provide administrative support to all departments at Miami County Board of Developmental Disabilities (MCBDD) with a focus on the Human Resources department and to manage the front reception desk. The HR Assistant will work cooperatively and maintain a pleasant attitude with staff, people served, families and guests.

As an employee of MCBDD, the job incumbent shall comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

**QUALIFICATIONS:**

- High school diploma or equivalent
- Demonstrated skills in customer service
- Advanced skills in written and spoken communication
- Technology skills including Microsoft Office Suite
- Exceptional attention to detail and organizational skills
- Working knowledge of office equipment
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug test
- Possess valid State of Ohio driver's license
- Ability to work independently
- Must support Person-Centered Philosophy
- Ability to Handle Multiple Tasks and Priorities
- Must abide by MCBDD's Code of Conduct

**DUTIES:**

- Responsible for completing, organizing, analyzing and tracking administrative duties for the Human Resources department. This includes preparing a variety of complex and

confidential materials, files, correspondence, reports, charts, and spreadsheets with either minimal oral or written instructions

- Function as the primary front desk Receptionist
- Ability to interact with tact, interpersonal, analytical and judgment skills with a wide scope of contacts inside and outside the organization
- Maintains a wide variety of computerized records and must be well versed in Microsoft Office software including Word, Excel, PowerPoint and Outlook
- Maintain records in HR Information System (HRIS)
- Assist with benefit administration
- Provides exceptional customer service with a diverse population
- Provide back-up support for other Administrative Assistants as needed
- Performs other related duties as may be assigned

**HOURS:** Monday – Friday 8:00 a.m. – 4:00 p.m. and additional hours outside this schedule may be required.

**SALARY:** \$15.58/hour or higher based on experience

**FLSA:** Non-exempt

**BENEFITS:** Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday

**TO APPLY:** Please submit applications/resumes

Email	careers@miamicountydd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373
Fax	937.332.3490

A MCBDD application **must** be completed

Applications are located at <https://www.riversidedd.org/join-us>.

MCBDD does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.