Coordinator, Administrative Services
Finance & Administration Business Unit
Non-Exempt

Reporting Structure:

The Coordinator, Administrative Services reports to the Director, Human Resources and Facilities.

Qualifications

Polished and professional individual to provide administrative support to the Executive Vice President/CEO (EVP/CEO) and the Director, Human Resources and Facilities (HR). BA/BS or equivalent experience preferred and at least 1-2 years of administrative experience. Requires an organized and flexible individual who can successfully juggle multiple priorities. Ideal candidate will be self-motivated, detail-oriented, reliable, energetic, and well organized. Position involves exposure to sensitive and confidential information, requiring discretion and sound judgment. The successful candidate will possess excellent computer (MS Office suite), communication, and interpersonal skills. Must work well independently and be flexible in helping others when the need arises.

Key Responsibilities

- Provide administrative and operational support to the EVP/CEO and HR.

Specific Duties

- Processes required HR paperwork for employee changes related to benefits and other related employment matters.
- Assist with preparation of HR reports such as attendance, invoices.
- Organize, compile, update company personnel records and documentation.
- Maintain and update HR databases with different information such as new hires, terminations, PTO.
- Update paperwork for HR policies and procedures.
- Maintain schedule and coordinate calendar activities.
- Assist in posting job ads on career pages and processing received resumes.
- Create reports for senior management.
- Help organize and manage new employee orientation, on-boarding, and training programs and documentation.
- Ability to effectively use computer software including Microsoft Outlook, Word, Excel and HR software.
- Excellent organizational and time-management skills.
- Act as a reliable and supportive team member.
- Ensure EVP/CEO’s daily schedule is accurately entered and updated in Outlook, including as appropriate in the Office Cal.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- Email: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- Mail: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- Fax: 1-703-683-5100

Updated October 2021
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