
Corporate Assistant

2022

PURPOSE

The Corporate Assistant will coordinate all aspects of Business Development process which is not limited to administration, employee files, new hire paperwork, on-boarding process, employee relations initiatives, HR communication, report writing and compliance. Additionally, this role will assist the CEO on project management, coordination and communication and provide assistance and support as needed.

RESPONSIBILITIES & DUTIES

- Providing administrative assistance, such as composing/editing e-mails, drafting memos, and preparing communications on the executives' behalf
 - Support the CEO in areas of project management, administration, travel arrangements, expense reports, opening coordination and monthly report writing
 - Managing the executives' calendar, including making appointments and prioritizing the most time sensitive matters
 - Maintaining comprehensive and accurate records
 - Performing minor accounting duties
 - Organizing meetings; including scheduling, sending reminders, and organizing catering events when necessary
 - Answering phone calls in a polite and professional manner
 - Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
 - Complete I9 audits on weekly/monthly basis in preparation for legal review
 - May be responsible for employment data entry which includes new hires, terminations, transfers, promotions, and increases
 - Direct, plan, initiate and follow-through on all employee relations activities such as Employee Recognition programs, events, and communication to the team
 - Assist employees with general questions, reference letters and employment verifications
 - Responsible for prescreening managerial candidates for all open and available positions
 - Tracks, logs and maintains corrective action forms, offer letters and new hire paperwork
 - Assist with Benefit Administration and billing
 - Maintain Workers Compensation and General Liability claims
 - Maintain confidentiality at the highest degree
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MINIMUM QUALIFICATIONS & REQUIREMENTS

- Minimum of 2-3 years experience in Corporate Assistant Support role or related field of work
- Must have exceptional verbal, written and clear communication skills
- Bi-lingual abilities in Spanish preferred although not required
- Position requires extensive computer literacy which includes, Microsoft Word, PowerPoint, Excel, HRIS, Google Drive, Payroll systems, and ability to create deck reports
- Knowledge of all applicable federal, state and city employment laws.
- Ability to establish and maintain effective relationships with management, employees and general public while listening to concerns when necessary
- Must be able to work independently, under pressure and use sound business judgment
- Ability to present themselves with an uplifting personality as well as maintain a high degree of confidentiality and business ethics
- Candidate must have strong administrative and organizational abilities while working in a fast paced environment, requiring multi-tasking strengths.
- Problem solving, reasoning, motivating, and organizational abilities are used often.
- Mathematical skills, including basic math, profit/loss concepts, percentages and variances are utilized frequently.
- Willing to work a flexible schedule if necessary inclusive of nights, weekends and holidays

The statements in this job description are intended to describe the essential job functions being performed. They are not intended to be ALL responsibilities or qualifications.