

Title: Human Resources Administrative Assistant
Department: Human Resources
Reports to: Human Resources Manager
Classification: Part-time, non-exempt, 20 hours a week (Monday-Thursday)

SUMMARY: Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The Administrative Assistant provides administrative support to the Human Resources Manager.

ESSENTIAL RESPONSIBILITIES:

- Provides administrative support to the Human Resources Manager, including drafting, editing and completing correspondence.
- Process insurance enrollments, changes and terminations.
- Compile paperwork for new employees for payroll and benefits.
- Be main contact for all background check reports received at USSB.
- Communicate with staff on background check results and occasionally enter a new request.
- File all payroll and personnel paperwork.
- Assist with posting open job opportunities.

SKILLS/TRAIT:

- Have a heart for God.
- High level of being detailed-oriented.
- Must be able to have a high level of confidentiality.
- Problem solving skills.
- Proficient in Microsoft (Word, Excel, Outlook, Power Point)
- Strong interpersonal skills
- Able to follow oral and written directions, learn rapidly, and consistently exhibit accurate work results.
- Able to be a team player, conscientious, and show self-control.
- Able to multi-task and perform well under pressure

QUALIFICATIONS:

- High school diploma or GED required
- At least three years of administrative experience

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

This is not a remote position but is located at our US sending base office.



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To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please. Because of the number of emails received, you may not receive an individual response.