

JOB DESCRIPTION

Position:	Receptionist/HR Assistant (Front Desk)
Location:	St. Petersburg, FL
Supervisor:	Director of Human Resources
Status:	Full-time - Non-Exempt
Overall Responsibility:	This is an administrative support position that supports the Human Resources Department. Assigned duties may include, but are not limited to, payroll and benefit functions, document preparation, record management functions, mail processing, scanning, and receptionist duties, assisting walk-in clients, record keeping, scheduling, report generation, and other general administrative duties.

Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assist with all HR functions on a daily basis, including, but not limited to:
- Payroll and benefits, recruitment and hiring, onboarding, employee training and development, legal compliance.
- Screen telephone calls, answer or refer requests for information, and operate a computer on a daily basis.
- Perform activities related to the front-desk and assist walk-in clients as necessary.
- Manage incoming and outgoing mail and packages.
- Create/maintain project files, program reporting systems, contracts and spreadsheets.
- Review / Audit / Prepare daily/weekly/monthly, invoice payments, statistical reports, and other reports.
- Interact internally with various levels of staff throughout the Authority to request and provide information.
- Maintain department files.
- Scan, archive and retrieve department documents and records.
- Prepare and facilitate organizational training and team building events.
- Access, input, and retrieve information from a computer.
- Perform other duties as may be assigned.

Supervisory Authority

No supervisory authority

Supervision Provided

Operates under direct general supervision of the Director of Human Resources.

Knowledge, Skills, and Abilities Required

Knowledge of:

Current technology and computer hardware
Business correspondence creation using proper spelling, grammar, punctuation, etc.
General business principles and office support practices.
General knowledge of HR practices and procedures preferred.
Public and subsidized housing program principles, policies and operations, as well as agency policies and procedures a plus

Skills in:

Proficiency in touch typing min. 50 wpm with accuracy.
Proficiency in MS Excel.
Ability to multi-task.
High level of organizational skills paired with strong ability to anticipate and plan in advance.
Presentation and business correspondence preparation.
Good judgment and decision making.
Problem analysis and resolution.
Oral and written communication.
Time and workload management.

Ability to:

Sit at a desk/conference table and enter information on a computer for extended periods of time.
Frequently move about the office and access stored files and records.
Operate motor vehicle in order to visit agency sites and properties if needed.

Physical Requirements

Ability to physically meet with prospective and active partners in the community
Possess the level of manual dexterity sufficient to operate terminal keyboard, telephones, fax/copy machines and general office supplies
Ability to sit at a desk or conference table for extended period

Frequently move about the office and access stored files and records
Ability to move, handle, or lift moderately heavy objects such as computer equipment
Ability to lift up to 10lbs for filing and event preparation tasks

Education and Experience Required

High School Diploma or GED required.

Associate's degree in Business Administration or related field from an accredited college or university is strongly preferred.

Two years' experience in front-desk, administrative support and/or office management preferred

Two years' experience using Excel in a professional setting preferred.

Experience in human resources or a related field a plus

Computer proficiency in MS Office including Word, Excel, and Outlook.

Able to operate Internet applications and email as well as external vendors' and proprietary software programs.

Other Requirements

Must possess valid driver's license.

About Us:

SPHA operates three housing programs: Public Housing, Affordable Housing, and Housing Choice Vouchers. Together, these programs provide quality, sustainable housing opportunities for approximately 4,000 qualifying low-income households including low-income families, seniors, veterans, and the disabled in the greater St. Petersburg region.

SPHA is an Equal Opportunity Employer

Reasonable accommodations may be made to otherwise qualified individuals with disabilities