



**Children's Place**  
ASSOCIATION

# Job Posting

April 8, 2019

## **Administration Associate Administration**

The Administration Associate provides administrative support to the agency's Programs and Human Resources functions, including coordinating meetings, assisting preparation for audits and site reviews, creating and distributing periodic reports, coordinating candidate resumes and interviews, assisting with employee events, maintaining employee files, and serving as back-up for payroll processing. This position also performs light receptionist duties, including answering phones, greeting clients and visitors, and sorting and processing staff mail.

### Qualifications:

- Completion of college-level courses in Business Administration, Human Resources or related field required.
- Knowledge of Microsoft Word, Excel, Access and Outlook required.
- Skilled data entry experience with high accuracy required.
- Excellent written and verbal communication skills required.
- Must be able to work with all levels of employees, clients and visitors.

**To apply, please e-mail a letter of interest and resume to:**

**Monica Lanum**  
**Chief Human Resources Officer**  
**[resumes@childrens-place.org](mailto:resumes@childrens-place.org)**

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