



Children's Place ASSOCIATION

Job Posting August 2019

Administration Associate

The Administration Associate provides administrative support to the agency's Programs and Human Resources functions. Under general supervision and following established policies and procedures, the Administration Associate will coordinate candidate resumes and interviews, assisting with employee events, maintaining employee files, and serving as back-up for payroll processing. Other administrative functions include assisting with preparation for audits and site reviews, creating and distributing periodic reports, coordinating meetings. Will also performs light receptionist duties, including answering phones, greeting clients and visitors, and distribution of 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.
- Experience managing Outlook calendars.
- Experience creating and sharing files in OneDrive.
- 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.

For complete consideration, please attach letter of interest and resume

[APPLY NOW](#)

Children's Place Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, Genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.