



# Wateree Community Actions, Inc.

## Executive Assistant/Human Resource Generalist

### Job Description

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Reports to:	Chief Executive Officer/Human Resources Director
Classification:	Non-Exempt
Department/Site:	Administration

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#### Summary:

Under the direction of the Chief Executive Officer and Human Resource Director, the Executive Assistant/Human Resources Generalist will assist in the administration of the human resources policies, procedures and programs and will be responsible for performing several administrative duties.

#### Essential Functions:

##### *Executive Assistant*

- Demonstrated ability to improve procedures and meet demanding deadlines.
- Process correspondence, forms, technical documents, and publications of varying complexity using a computer.
- Systematize and prioritize work to create and maintain high levels of efficiency and productivity.
- Devise and maintain extensive confidential filing system and corresponding cross-reference list, resulting in outstanding audit results.
- Collects and analyze data and prepare reports for the Chief Executive Officer.
- Receives and screens incoming calls and answers questions. Assists in handling difficult calls and callers.
- Schedules and confirms appointments, meetings, and travel arrangements for the Chief Executive Officer.
- Uses judgment in matters affecting the calendar of engagements of the Chief Executive Officer.
- Performs miscellaneous duties as assigned.

##### *HR Generalist*

- Assists department in carrying out various human resources programs and procedures for all company employees.
- Helps to monitor performance appraisal process and participates in benefits administration to include change reporting.
- Participates in recruitment effort for exempt and nonexempt personnel; and helps to coordinate the use of temporary employees and volunteers.
- Conducts new employee orientations, conducts reference checks and background checks.

- Assists in filing the EEO-I report annually; maintains; other records, reports, and logs pertaining to applicant flow procedures.
- Assists in exit interview process.
- Assists in organizational training and development efforts.
- Maintains Human Resource Information System records and compiles reports from database as needed.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Helps to maintain company organization charts and employee directory.
- Performs other related duties as required and assigned.

**Requirements:**

**Education and Experience**

- A bachelor' degree in Human Resource Management, OR
- One to two years' experience in the HR field, or
- Any similar combination of education and experience.

Wateree Community Actions, Inc reserves the right to revise or change job duties, work sites, and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**Submit Resume to: [dreddish@wcai.org](mailto:dreddish@wcai.org)**

**THIS AGENCY DOES NOT TOLERATE DISCRIMINATION BASED ON RACE,  
COLOR, RELIGION, DISABILITY, AGE, SEX, VETERAN STATUS, FAMILIAL STATUS  
OR NATIONAL ORIGIN.**

**“AN EQUAL OPPORTUNITY EMPLOYER”**