



Pueblo de San Ildefonso
Human Resources Office
Rt. 5, Box 315-A
Santa Fe, NM 87506

POSITION DESCRIPTION

Human Resources Administrative Assistant

POSITION: Administrative Assistant

SALARY: DOE

LOCATION: Pueblo de San Ildefonso

REPORT TO: Human Resources Manager

POSITION SUMMARY: The Administrative Assistant will assist the Human Resources Manager in the day-to-day office administration of the Human Resources Department. This is a full-time position. Prior business experience and/or familiarity with office administration procedures will be required.

DUTIES AND RESPONSIBILITIES:

- Answering the telephone, transferring calls, taking messages.
- Distributing and/or opening departmental mail as appropriate.
- Preparing and mailing documents for the department, including registered, UPS, and FEDEX.
- Check departmental email daily and forward messages as needed.
- Schedule appointments/meetings for the Director.
- Booking travel and lodging arrangements for the Director and appropriate staff.
- Schedule training for departmental staff.
- Assist in maintaining department correspondence, files, records, inventories, and library.
- Word processing for Director and other staff as time allows.
- Filing in Purchase Orders (PR's) for all departmental expenditures, tracking them and Purchase Orders (PO's) generated for accounting.
- Assist Department Manager with budget maintenance and other financial records by entering financial data into the appropriate excel grant spreadsheets, reconciling with accounting general ledgers on a monthly and quarterly basis.
- Setting up meetings and sitting in meetings when the Director is not available, including for special projects.
- Maintain office supplies as needed for effective operation of department.
- Other duties as assigned.

QUALIFICATION:

- Minimum High School Diploma or GED but preferably an Associates of Arts (AA) in Business Administration
- Must have two (2) years combined education and/or experience in office management, and business or public administration or related field and experience will be considered in lieu of education.
- Experience considered in lieu of education.
- Must be proficient in computer software (i.e.) MS Word, Excel, PowerPoint, Teams, Zoom
- Must possess the ability to prepare reports, work with and maintain effective communication with the public and representatives of external cooperation agencies, and business concerns.
- Must possess a valid NM Driver's License.

- Must have effective and proficient writing abilities.
- Must be able to travel locally; In-state and out-of-state.
- Must have the ability to use professionalism in all circumstances.
- Must be able to multi-task with little to no direction and be a Team player.