



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Human Resources and Office Assistant

**Non-Exempt:** Hourly worker and **Summer Seasonal Worker**

**Position Summary:**

Assist the Human Resources Department with employee needs. At the same time, be responsible for general reception duties and assist the Office Manager with projects.

**Essential Job Functions:**

- Assist the office manager with general office duties and projects. This includes, but is not limited to:
  - Answering of the business telephone
  - Collecting, distributing, and sending of mail.
  - Filing projects
- Assist the HR department by carrying out different project tasks as assigned by the HR Director and HR International Director. Projects include, but are not limited to:
  - Keeping employee information up to date.
  - Creating posters for employees to know what is happening in Medora.
  - Assist in creating and activating employee meal cards
  - Occasionally make trips to pick up employees.
  - Occasionally assist with trips for international employees obtaining social security numbers.
- Help conduct new employee orientations.
- Assist with new employee check-ins.
  - This includes assisting with paperwork.
  - Assisting with new employee tours of Medora.

**Other Responsibilities:**

- Other duties as assigned by the HR department and Office Manager.
- Be available to work at the Medora Musical

**ADA Requirements**

- Continuously
  - Sitting
  - Talking
  - Hearing
  - Repetitive use of hand and arms

- Visual acuity to determine accuracy, details and transcribe data. Close proximity of computer software.
- Frequently
  - Lifting 10 pounds or less
  - Carrying 10 pounds or less
- Occasionally
  - Walking
- Environmental Conditions
  - Must be able to remember details
  - Must be able to continuously use a keyboard.
  - Occasionally works in hot/heat outside conditions.

**Qualifications and Education Requirements:**

- Prior HR and office experience preferred, but not required.
- Requires effective oral and written communication skills.
- Computer literacy; knowledge of excel, word, and outlook required.
- A person with a valid driver's licenses preferred.

**Supervision:**

- The HR assistant reports to the HR staff and the Office Manager.
- This is not a supervisory role.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*