

November 11, 2022

Position: Human Resource Administrative Assistant
Position Type: \$20.00/Hr. Full-Time, Non-Exempt

The Human Resource Administrative Assistant position is a full-time, non-exempt position. This position currently pays \$20.00 an hour biweekly. In addition, we are currently offering a \$1,000.00 sign-on bonus – with \$250 provided at time of hire. Turning Point of Lehigh Valley offers health, dental, vision, 401K, life and disability benefits.

The Human Resource Administrative Assistant assists management and co-workers in handling daily administrative office tasks, direct service activities, as well as performing administrative duties related to the operations of Human Resources. The Human Resource Assistant must have an entry level understanding of Human Resource competencies

The successful candidate is flexible, responsible, sensitive to trauma and cultural diversity issues, and passionate about serving those experiencing abuse. We are looking for a candidate who has a minimum of three years' relevant work experience as an administrative assistant in Human Resources. A degree in HR, Finance, or Business Administration is preferred. Must be adept at client database management. Preferred candidates will be fluent in English and another language. Must have reliable transportation and a valid driver's license.

Submit a letter explaining why you want to join our team and a resume to [**hr@turningpointlv.org**](mailto:hr@turningpointlv.org)

Turning Point of Lehigh Valley is an Equal Opportunity Employer