



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 45 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

HR Administrative Assistant (Full-time, Non-Exempt)

Unit: Administration
Updated: 04/18/2024

Reports To: HR Coordinator
Salary: \$20.00 – \$22.00 per hour DOE

Positions Available: 1

Summary: Under the supervision of the Human Resources Coordinator, this is a **bilingual Korean – English** position. The HR Administrative Assistant is responsible for providing daily administrative support, which includes answering incoming phone calls, attending to incoming visitors, and other roles related to office flow. This position will also support the HR Team in various personnel matters such as recruitment, HR reporting, and employee engagement. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities

- **Responsible for front-desk management by:**
 - Receiving and directing all incoming telephone calls as appropriate.
 - Overseeing flow of staff persons, visitors, and clients entering the Admin office.
 - Accepting supplies and deliveries.
 - Supporting programs and administration in the coordination of meetings and trainings hosted by KYCC Administration office.
 - Maintaining a clean and orderly reception area-i.e. ensuring that KYCC signs are posted and well-maintained – as well as other general office space.
- **Provide support to the Human Resources Department by:**
 - Assisting with recruitment efforts including, but not limited to:
 - Develop and maintain all job descriptions.
 - Post job ads on career websites.
 - Review and refer candidate applications to hiring managers.
 - Coordinate interview appointments and provide timely follow-up.
 - Developing and maintaining HR metrics related to staff such as, but not limited to, recruitment, retention, and training.
 - Participating in the development and implementation of employee services such as the employee newsletter and employee recreational and morale-enhancing social events.
- **Provide administrative support to the Administrative team by:**
 - Creating forms, flyers, and other documentation using Microsoft Word, Excel.
 - Typing reports and other documents related to the operations of the Administrative Unit.
 - Processing and distributing all incoming and outgoing mail.
 - Inputting invoices and logging checks to support the Fiscal department.
- **Attend relevant meetings and trainings.**
- **Other duties as assigned by the HR Coordinator.**



Minimum Requirements / Qualifications:

- A High school diploma or equivalent with at least two (2) years relevant work experience.
- Must use good judgment and discretion with sensitive information.
- Identifies and responds to current and future needs by providing excellent service to internal and external clients.
- Ability to organize and prepare documentation in a timely manner.
- **Bilingual capacity (Korean/English) required.**
- Proficient working knowledge of the use and operation of personal computers; ability to use Microsoft Office Suite and other database programs.
- Ability to use and operate office equipment such as phone system, fax machine, copier machine and all other office equipment associated with the position.
- Strong commitment to working with a multicultural community.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong interpersonal, organizational, written and communication skills. Possess an attention to detail and process-oriented.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Proof of passing a TB test and Live Scan fingerprint clearance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect written documents; ability to effectively communicate with KYCC staff, clients and public through phone system or in person; sitting for extended periods of time; bending, kneeling and reaching to retrieve and replace files; walking for limited periods of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Prior experience in the areas of administration AND/OR human resources.
- A valid Class C California Driver's License, personal automobile, and proof of auto insurance.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)