

JOB VACANCY

Human Resource Administrator

Northwest Tennessee Economic Development Council is now accepting applications for the position of Human Resource Administrator. The individual selected for the position will work out of the Central Office located at 231 South Wilson Street, Dresden, TN.

Essential Job Duties: Monitor and oversee all aspects of human resources within the Agency for all programs. Responsible for ensuring the onboarding and new hire process is complete through recruitment, completion of background checks, orientation, reporting, processing of benefits, etc. Responsible for performing responsible administrative duties including those of complex and detailed nature. Responsible for compliance in all special programs, Acts (Title VI/HIPAA), including but not limited to equal opportunity, Drug Policy, Health & Safety and Disability and ensure all staff are provided with required training annually. Responsible for set up and preparation of annual report information for the Agency and distribution of report to funding sources, program managers, staff, and to ensure Program Information Report is completed annually. Serve as administrative support to Board of Directors through bi-monthly monthly meetings and committee meetings as needed to ensure proper recordkeeping and provide notification and disseminate documents to board as required. Function with a high degree of understanding of the organization, programs and procedures and serve as administrative support to the Executive Director as needed. Ensure knowledge of HS performance standards and HS Act in area of human resource management to ensure compliance within the Head Start/Early Head Start program. Position may require some travel.

Qualifications: Bachelor's Degree from an accredited university in Business Administration or related field required. Prefer experience of 2-5 years in human resource management; Computer/Data entry skills; proficient knowledge of Microsoft Office required. Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

Knowledge, Skills and Abilities: Excellent Communication and interpersonal skills required; exceptional organizational skills, as well as the ability to multitask and work independently. Demonstrate the ability to prepare reports and construct business letters etc. Knowledge of advanced word processing, business writing and office systems, proficiency with MS Word, Excel, PowerPoint and Access, and ability to always preserve the confidentiality and integrity of the Human Resource Department.

**Entry Level Salary: \$23.49 per hour • 76 hours Biweekly Position
Excellent Benefits Package**

*Applications may be downloaded from the Careers page of the website
www.nwcommunityaction.org*

***Or you may call (731) 364-4825 to have an application mailed,
faxed, or emailed to you for your convenience.***

*** Applications must be submitted to:*

***Northwest TN EDC Central Office, 231 S Wilson St., Dresden, TN 38225
Attn: Human Resource Department-Suite 210
Reference: Human Resource Administrator***

***For your convenience, you can email to:
applications12579@nwtncap.org.***

Applications must be signed. Faxed applications are not accepted.

****Applications for this specific position will be accepted until
July 15, 2022 at NOON**

We Are an Equal Opportunity Employer!
"Helping People! Changing Lives!"