



Ethiopian Community Development Council, Inc.

901 S. Highland St. ▪ Arlington, Virginia 22204 ▪ Tel. (703) 685-0510 ▪ Fax (703) 685-0529

Empowering refugees and immigrants since 1983

Job Announcement

Position Title: Human Resources Assistant
Department: Administration
Status: Full-time
Reports to: Human Resources Associate
Location: Arlington, VA

Job Summary: The Human Resources Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's Human Resources Department.

Major Responsibilities:

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Answers questions from job applicants and employees related to standard policies, benefits, hiring processes, etc.; refers complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resources files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Assists with payroll functions, including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists in the staff hiring process
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Supervisory Responsibilities: None

Qualifications and Required Skills:

- Bachelor's degree in human resources, Business Administration, or related field required.
- A minimum of three (3) years of human resource experience.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong decision-making skills and ability to prioritize work duties.
- Excellent talent recognition skills.
- Excellent computer skills, including knowledge of Microsoft Office.
- Experience with ADP Workforce Now is a plus.
- Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment.

- Flexibility and willingness to work after hours when required.
- Willingness and ability to travel out of state to branch office sites.
- Knowledgeable about US Federal and state labor laws is a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds occasionally.

Salary:

ECDC provides a competitive annual salary for this position commensurate with experience and qualifications.

ECDC Benefits Package:

- Medical, dental, and vision insurance is available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years' salary for full-time employees at no cost to employees.
- Short- and long-term disability insurance, including workmen's compensation at no cost to employees.
- Generous 403b retirement plan after an employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years); and
- 10 sick days per year.

To Apply: Please submit by e-mail a cover letter, a résumé, and salary expectation to **hr@ecdCUS.org**

No telephone inquiries, please. Only qualified applicants will be contacted for an interview.

ECDC is an Equal-Opportunity Employer.