

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

**45 Cardinal Drive
Westfield, New Jersey 07090**

JOB DESCRIPTION

Title: Administrative Assistant for Human Resources

Reports to: Superintendent or Designee

Terms of Employment: Full-time, 12 months

Qualifications:

1. High School Diploma with some successful post-secondary education
2. Valid New Jersey Driver's License
3. Ability to communicate and relate with administrators, teachers, secretaries, and support staff
4. Verbal, written, and computational skills
5. Organizational skills
6. Basic knowledge of technology
7. Skills in typing, data entry, and word processing
8. Ability to learn the UCESC software programs
9. Ability to facilitate multiple tasks daily

Responsibilities:

1. To assist with the administration of human resources and payroll in:
 - a. Employee Inquiries
 - b. Phone Calls
 - c. Help Desk
 - d. Forms
 - e. Onboarding
 - f. Database management
2. Serve as the Payroll Liaison
3. To perform all related duties as assigned.