

***Executive / Office Assistant, HR Specialist*****JOB DESCRIPTION:**

Packet Digital, LLC, a rapidly growing engineering firm is looking for a fun and energetic Executive / Office Assistant and HR Specialist to help with a wide variety of tasks to support Senior Management.

**Position Type:** Full-time

**Experience:** 1-2 years

**Duties would include but would not be limited to:**

- Direct Assistant to Chief Executive Officer
  - Travel Arrangements
  - Maintain Calendar
  - Schedule Meetings
  - Assist in Office Organization
  - Manage Day to Day Tasks for CEO
  - Draft, edit and proofread correspondence and memos
  - Create documents, graphs, and presentations
  - Assemble packets
  - Help sort and organize email
- Office Assistant
  - Answer phones, take and relay messages & greet guests
  - Data entry, filing, copying, note-taking & other clerical duties
  - Kitchen & Supply Maintenance
  - Prepare outgoing and sort incoming mail
  - Maintain NDA files
  - Company Errands
  - Assist in event planning
  - Other miscellaneous tasks to support team members
- Human Resource Specialist
  - Addressing HR Questions
  - Recruiting
  - Personnel File Maintenance
  - Employee Contracts and Policies
  - New Hire Orientation

- Performance Review coordination
- Assisting with Payroll
- Review Workers Comp Filings
- Benefits Additions

### **Knowledge & Skills**

*Must possess required knowledge and skill set to be able to explain and demonstrate with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Bachelor's degree in Business Administration or similar preferred
- 1-2 years experience in office setting; preferably as executive assistant
- Confident, outgoing, and professional personality
- Self-motivated, dependable, and honest team player
- Ability to handle sensitive information with the highest level of integrity
- Pleasant phone voice
- Great organizational skills & detail oriented
- Excellent and efficient written and verbal communication skills
- Strong proofreading skills
- Proficiency in use of email, web, and MS Office applications
- Ability to multi-task and manage change
- Ability to work independently
- Excellent analytical ability

### **Contact & Deadline**

Individuals interested in position should apply online at [packetdigital.com/careers](http://packetdigital.com/careers)

*Packet Digital assures equal treatment in the administration of all personnel matters including recruitment, selection, hiring, advancement, training and transfers, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, age, special disabled veterans, veterans of the Vietnam era, and other eligible veterans or any other protected class. Packet Digital also makes reasonable accommodations for disabled employees where appropriate and/or as required by law.*