

Human Resource Assistant

Department: Administration

Reports to: COO

Preparation Date: September 29, 2015

FLSA Status: Hourly, Non-Exempt, Part-Time

- Maintains employee files and records in compliance with all federal and state laws.
- Coordinates and maintains confidential personnel records.
- Answers general human resource questions and inquiries regarding benefits, compensation, recruiting and employee relations
- Processes applications, schedules interviews, assists with background checks and checks references.
- Track employee PTO and hourly time sheets and provide employees with quarterly reports.
- Assist with creating and updating job descriptions as needed.
- Maintains job postings.
- Schedule meetings with new hires for paperwork filings and following through with new hires that all paperwork is complete and on time.
- Conduct new hire orientations, which will include general office orientation.
- Work with Directors to be sure new hires IT needs are met before their start date.
- Provide current and prospective employees with information about policies, working conditions and employee benefits.
- Assist with open enrollment for Healthcare Benefits.
- Assist the COO in organizing and filing all employee performance reviews, disciplinary reports and written notices.
- Administers COBRA, ensuring data is entered in third party system in a timely manner. As well as sending any mandatory benefits notices to current and former employees.
- Preparation and drafting of confidential administrative correspondence, memos and reports.
- Preparation and drafting of confidential annual employment contracts.
- Assist the COO in creating the annual Cincinnati Ballet Administrative and Academy Handbook.
- May act as backup to Front Desk Coordinator.
- Must maintain confidentiality.
- Perform additional duties as assigned by COO.

Education & Experience Necessary

- Outstanding written and verbal communication skills with immaculate attention to detail.

- Knowledge and experience with rules of etiquette, decorum, courtesy and confidentiality.
- Ability to handle sensitive and confidential information in a professional and discrete manner.
- Ability to concentrate and move easily from one project to another, i.e. the ability to multi-task; the ability to thrive in a fast-paced and at times demanding work environment.
- Remain calm and pleasant in all situations, maintaining a sense of humor, regardless of level of stress.
- Familiarity with marketing, development and fundraising efforts preferred.
- Administrative skills – including ability to build Excel charts, be fully familiar with all Microsoft Word and Outlook functions.
- Strong respect for diversity and inclusion.
- A background in and passion for dance – a plus.

Dependability/Punctuality

Able to prioritize work to meet deadlines. Consistently follows through on projects and issues.

Flexibility

Adaptable and responsive to change. Able to adequately respond to request and demands in a timely manner. Adapt at modifying plans/strategies as needed to best meet the needs of those involved.

Schedule

The work week is Tuesday to Monday. This position requires flexibility in scheduling. Examples of a standard work week hours. Hours are to be agreed upon by the COO and can be flexible depending on needs.

9:00 am to 1:00 pm

1:00 pm to 5:00 pm

To Apply

Send resume and cover letter to hr@cballet.org