

Job Title: HR Executive Admin

Location: Allentown, Pennsylvania

Department: Human Resources

Reports To: Vice President of Human Resources (VPHR)

Company Overview:

At Hospital Central Services, Inc. & Affiliates we are committed to creating an engaging work environment where innovation thrives, and our values of customer focus, integrity, passion, and trust guide our every action. We are currently seeking an experienced and detail-oriented **HR Executive Admin** to support the daily operations of our Human Resources team, as well as assist the C-suite (CEO, CFO, COO) with a variety of administrative and operational functions.

Job Overview:

The HR Executive Admin will manage essential administrative functions, provide executive-level support to the HR team, and ensure smooth operations for the Vice President of Human Resources and the C-suite. This role involves scheduling and managing Board meetings, maintaining document storage systems (paper & electronic), processing invoices, and assisting with various HR functions such as FMLA/ADA/LOA, worker's compensation, and benefits administration. The ideal candidate must maintain confidentiality and work effectively with a diverse group of stakeholders.

Key Responsibilities:

Administrative Support:

- Provide daily administrative support to the Vice President of HR and C-suite executives.
- Manage the HR suite, including office supplies, scanning, processing invoices, and FMLA/ADA/LOA administration.
- Schedule, prepare, and manage Board meetings, including minute-taking and distribution.
- Assist the C-suite with meeting scheduling, travel arrangements, and document preparation.
- Maintain all records according to established practices.

Board Meetings:

- Attend all Board and subcommittee meetings, prepare presentations, and ensure smooth virtual meeting operations.
- Take and distribute Board minutes promptly.

Financials and Reporting:

- Assist with compensation and benefits reporting.
- Maintain financial records, ensuring compliance with established practices.

Employee Engagement & Company Culture:

- Support company retention efforts by organizing employee events and activities.

- Contribute ideas for employee engagement and participate in the Corporate Employee Engagement Committee.

Other Duties:

- Perform additional administrative tasks and travel as required.
- Maintain an active Notary license for service to the organization.

Required Qualifications:

- **Education:** High School Diploma or GED. SHRM-CP or related certification required.
- **Experience:** 3-5 years of HR or Executive administrative experience. Experience supporting C-suite executives is a must.
- **Skills:**
 - Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.).
 - Experienced with Zoom, Teams, and HRIS systems.
 - Strong written and verbal communication skills.
 - Ability to handle multiple priorities and meet deadlines.
 - High attention to detail and strong organizational skills.
 - Bilingual proficiency is strongly encouraged.
- **Licensing/Certification:**
 - Active Notary Commission for PA.
 - Additional Notary commissions in NJ & MD are a plus.
 - SHRM-CP

Core Values:

- **Customer Focus:** Ensure customer satisfaction by anticipating needs and responding promptly.
- **Integrity:** Act with honesty and professionalism, maintaining high standards of trustworthiness.
- **Passion:** Demonstrate enthusiasm for the organization's mission, always pursuing excellence.
- **Trust:** Build and sustain trust within the team and with external stakeholders.

Why Join Us:

- Collaborative and dynamic work environment.
- Opportunities for growth and professional development.
- Competitive compensation and benefits package.
- A culture that emphasizes work-life balance and employee engagement.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to Lisa Aversano, Talent Manager, at laversano@hsc.org.