

JOB TITLE: HR Assistant and Personnel Administrator (an administrative assistant-level position)

WORK LOCATION: TEAM's Carol Stream, IL office (400 S. Main Place)

JOB CLASSIFICATION: Full-time hourly position with benefits (healthcare, retirement, paid time off)

REPORTS To: Human Resources Manager and Personnel Director

DEPARTMENT: Personnel

OVERVIEW:

This position splits work time between two related functions of TEAM's Personnel Group:

- 1) **HR Assistant:** Assist TEAM's Human Resources Manager with administrative HR tasks such as: recruitment tasks, some interviewing, maintaining TEAM's HR data (Salesforce and UltiPro), assisting with onboarding logistics and orientation, handling request for employment verification, being an HR resource to staff, general HR tasks.
- 2) **Personnel Administration:** Work with the two full-time Personnel Administrators as an additional half-time role for the group. The Personnel Administrators serve as a liaison between those in TEAM's ministry areas and the Personnel Group, handling administrative tasks, finding solutions to the needs of TEAM's international workforce, maintaining TEAM's database with current personnel information from our constantly moving people. This role assists with logistical support for various TEAM events, serves as a welcoming host for our international workers who spend time at our office in Carol Stream.

The Personnel Administrator will be a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church and wants to make a difference through involvement in world missions. This individual must personally embrace the doctrinal statement, purpose, vision, and values of TEAM. Excellent communication skills in English are essential, especially writing skills. Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious. Must have a good sense of humor and be quick to laugh.

QUALIFICATIONS:

- Spiritually mature with a growing walk with Jesus Christ
- A team player with a positive attitude, passionate about serving God and others
- Able to easily maintain confidentiality
- Effective communicator in person, in writing and on the phone. This job involves *much* email communication with TEAM's workforce
- Detail-oriented and accurate, yet outgoing and personable
- HR department experience or college study of HR greatly desired; interested in an entry level position in HR
- A learner, curious
- Excellent computer skills and a friendly, easy relationship with technology; experience working with spreadsheets, word processing and office software. Salesforce experience a plus.
- Dependable, confident, professional, and mature; great interpersonal skills; empathetic
- Prone to collaborate, flexible
- Excellent time management skills; able to handle daily routine tasks

PRIMARY JOB FUNCTIONS AND RESPONSIBILITIES:

- Serve as liaison and facilitate communication between the TEAM's global workforce and various administrative functions in the homeland
- Maintain the data in Salesforce that relates to the coming and going of our North American and international workers, including reports, ministry transitions and a plethora of other facts that we capture
- Manage a library of job descriptions, updating as needed
- Assist in the development of an organization-wide HR data tracking system
- Manage specific tasks/projects as requested
- Plan and sometimes host specific events for staff and missionaries such as comprehensive debriefs, retirement celebrations, etc.
- Manage e-mail, phone, and other communication tasks with missionaries, office staff, church or public inquirers, etc.
- Electronically send, receive, file and archive HR information
- Assist in the planning, organization, and logistics of various TEAM events
- Participate in regularly scheduled office prayer times

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- The work is performed in an office setting
- Communicate appropriately and clearly both verbally and in writing with telephone callers, office visitors and co-workers. Comprehend and speak English with the general public and co-workers.
- Operate office equipment to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data
- Work for extended periods of time at a computer, requiring the ability to focus on and read/comprehend information on a computer screen, basic typing to enter information and/or move from screen to screen on the computer to view information
- Sit at an office desk for extended periods of time
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Walk, stand, stoop and kneel to file and retrieve files from cabinet drawers
- Perform basic mathematical calculations
- Display the reading skills necessary to proofread written materials

Disclaimer: The information in this job description indicated the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at www.TEAM.org

Inquiries may be made to:

TEAM / The Evangelical Alliance Mission
400 S. Main Place, Carol Stream, IL 60188-2407
Human Resources Manager
Ph. (630) 614-4871 * Human.Resources@TEAM.org