

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



CINCINNATI, OH

Executive Specialists

LEVEL IV

Senior Service America, Inc. is recruiting for Executive Specialist positions within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Cincinnati, Ohio.

ROLE AND RESPONSIBILITIES:

Provides technical executive level support in the management of a variety of divisional operations and program specific functions in the Cincinnati Human Resources Shared Service Center.

- Provide administrative and secretarial support to the Deputy Director, Branch Chiefs and the Human Resources staff in the Cincinnati Human Resources Shared Service Center (HRSSC).
- Perform data gathering, data entry and ensures data integrity; analysis and summarization of systems and/or report data as applicable for review.
- Serve as the lead on administrative projects, such as SharePoint, PD library, e-OPF project, scanning SF-1150s/uploading of Performance Appraisals and Recognition System etc. to oversee, advise and make recommendations on these projects.
- May be required to create excel spreadsheet files and assist with various report gathering, reviews and assesses data for projects as assigned.
- Monitor and maintain the Deputy and/or Branch Chiefs Outlook calendars to include, handling meeting logistics, initiates, organizes and/or schedules video/audio conference calls and daily meetings. Assignments in these categories involve full performance of analytical, evaluative and independent work.
- Assist the staff with compiling, coordinating, scanning and entering data into various HR Systems; monitors the e-OPF 3248 mailbox and takes necessary action by acknowledging receipt of personnel folders and sending requested SF-1150s electronically.
- Assist with evaluating and uploading documents to SharePoint, prepares and reviews correspondence such as, Internal Guidance Memorandums, volunteer letters, position descriptions and memorandums for the Deputy Director and/or Branch Chiefs.
- Perform routine office duties to include answering and responding to phone calls, scanning, filing, photocopying, shredding, sorting/distributing/sending mail, preparing packages for overnight mailing and delivery, confirms delivery and updates tracking log.
- Attend meetings as required and performs other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS/AA; 10 years in executive level environment, HRIS systems experience; self-starters with strong communications, customer relations skills and demonstrates ability to work independently as well as, in a team environment. Provide high levels of customer service to internal and external customers at all times. Proficient in Windows Office Suite (MS Word, MS Excel, PowerPoint); Sharepoint; knowledge HRIS system.

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Executive Specialist*.