

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



CINCINNATI, OH

SSAI-OAR-0072

Executive Administrative Specialist

LEVEL IV

Senior Service America, Inc. is recruiting for Executive Administrative 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:

Perform a variety of administrative and assistant duties in support of the Benefits Branch and Cincinnati Human Resources Shared Service Center.

- Provide support to the Chief, Employee Benefits Branch and other staff members as directed.
- 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 Share Point, PO library, e-OPF project, scanning SF-1150s/uploading of Performance Appraisals and Recognition System etc. to oversee, advise and make recommendations on these projects
- 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 staff with compiling, coordinating, scanning and entering data into various HR Systems; monitors the Electronic Personnel Folder (eOPF) mailbox and takes necessary actions by acknowledging receipt of personnel folders
- 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.
- Performs routine office tasks to include answering phones, greeting visitors, photocopying, shredding and filing.
- Perform other miscellaneous duties as directed, any 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 (GED); 5 years in a fast paced environment while being able to multi-task; 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 Admin Specialist*.

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.