

Administrative Assistant

Pastoral Center, San Bernardino CA
(Full Time) 35 hours per week. Pay Rate: \$21.89 - \$25.72

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provide direct administrative support to the Human Resources Director, including managing schedules, meetings, and priorities.
2. Welcome and greet employees and visitors to the office.
3. Receive and direct phone calls as appropriate.
4. Prepare, format, and maintain confidential correspondence, reports, presentations, and HR-related documents.
5. Screen, prioritize, and respond to incoming communications on behalf of the HR Director as appropriate.
6. Coordinate meetings, appointments, and office events, including preparation of materials and logistics.
7. Maintain and organize highly confidential human resources records, files, and documentation.
8. Assist in the preparation and tracking of HR reports, audits, and compliance-related documentation.
9. Support office workflow by tracking deadlines, assignments, and follow-up items.
10. Assist with onboarding, personnel documentation, and administrative aspects of HR processes as assigned.
11. Coordinate document distribution, acknowledgments, and recordkeeping for HR policies and communications.
12. Maintain office calendars.
13. Maintain spreadsheets to track employee trainings, performance evaluations, etc.
14. Take staff meeting notes and distribute them to HR staff for follow-through.
15. Prepare check request.
16. Respond to employee inquiries and requests.
17. Monitor and audit employment agency invoices.
18. Reserve conference rooms.
19. Provide administrative support for special projects, initiatives, and office-wide programs.
20. Handle sensitive and confidential matters with a high degree of discretion and professionalism.
21. Support general office operations, including mail handling, filing, and document management.
22. Collaborate with HR staff and other departments to ensure efficient information flow and task completion.
23. Act as back-up to receptionist, as needed.
24. Translate documents from English to Spanish and vice versa.
25. Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED:

- Strong organizational skills and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in standard office software (Word, Excel, Outlook, etc.).
- Ability to prioritize tasks and manage multiple responsibilities.
- Professional demeanor and strong interpersonal skills.
- Must have excellent customer service skills, work ethics and ability to remain professional at all times.
- Must have strong organizational skills, effective written and verbal communication skills, and ability to work with minimum supervision, be self-motivated and team oriented.
- Must be attentive to detailed processes.
- Participate in and have ability to conduct H.R. audits as well as do follow ups on various audit findings.
- Must have ability to operate various office machines including copier, fax, phone, calculator, etc.
- Must have effective ability to file alpha/numerically.
- Basic understanding of HR functions and administrative processes.
- Strong accuracy and data entry skills.
- Ability to follow established procedures and maintain documentation standards.
- Ability to adapt to changing priorities and deadlines.
- Must be knowledgeable of HIPPA laws and requirements.

- Must have basic accounting skills.
- Must have ability to research and resolve non-complex matters and comprehend and explain simple, semi-complex processes or procedures in a clear, concise manner.
- Must meet all Diocesan Safe Environment requirements, maintain compliance with Diocesan Safe Environment Training, must pass a background check and maintain updated background clearance.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Must be open to additional training to enhance knowledge and effectiveness for the position.
- Ability to adapt to evolving parish needs, manage multiple programs, events, and responsibilities.
- Ability to work evenings and weekends as required for needs of the parish and/or parish events.
- Process Edd claims.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent required; associate degree preferred.
- Must have a minimum of 4+ years of comparable experience, preferred in a Human Resources environment.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in standard office software (Word, Excel, Outlook, etc.).
- Bi-lingual and bi-literate in English and Spanish preferred
-

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting, lifting and carrying, pushing, pulling up to 25lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send resume and cover letter to:
 Pastoral Center, San Bernardino CA
Attn: Elizabeth Lopez, HR Generalist
Email: eliz.lopez@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.