



Society of St. Vincent de Paul

Archdiocese of Galveston-Houston

JOB OPENING

Title: Administrative Assistant/Human Resources Assistant

Location: Archdiocesan Council Office (2403 Holcombe Blvd, Houston)

We are seeking a flexible, teamwork-oriented part-time Administrative Assistant to work 20 hours per week. This role will focus on general administrative and human resources support for a small office. A successful candidate will have two plus years' related experience and excellent communication skills.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

Essential Responsibilities:

- Act as the first point of contact for HR-related administrative inquiries and escalate HR questions of a non-administrative nature to Executive Director/HR Consultant
- Bi-weekly payroll duties: verify time exists for each employee and that Supervisors have processed their approvals, run a Payroll Preview to identify / reconcile payroll changes from the prior period looking for any errors, sign off the review checklist and provide the Director of Finance the payroll reconciliation
- Post jobs, source, and screen applicants
- Complete pre-employment processes to include orientation and coordination of onboarding for new employees
- Provide administrative support and data entry as directed
- Plan and conduct monthly office celebrations, and quarterly employee engagement event, meetings and trainings
- Manage the scheduling and arrangements of executive meetings and appointments
- Keep detailed meeting notes
- Coordinate and schedule maintenance and repairs for facility
- Order and keep inventory of supplies and materials

Qualifications:

- Associate degree from a two-year college or technical school preferred
- Two to five years' related experience in office administrative functions, with human resource administration experience a plus
- Strong Microsoft Office skills required
- Experience with Paycor a plus

Interested Applicants:

- <https://www.applicantpro.com/openings/SVdP/jobs/3664105-695458>