

RIDGELAND TOURISM COMMISSION

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES COORDINATOR

REPORTS TO: President/CEO with direction from the Vice President of Finance and Administration

CLASSIFICATION: FULL TIME/ SALARIED DOE/ EXEMPT

BENEFITS: AS OUTLINED IN THE PERSONNEL MANUAL/ Member of Public Employees Retirement System- (PERS)

HOURS: 9:00 AM – 5:00 PM – MONDAY – FRIDAY
Position is non-remote, required to always work on site.
Nights or Weekends as Required

SUMMARY: COORDINATES HUMAN RESOURCES OF THE COMMISSION AND SERVES AS EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO

The Executive Administrative Assistant/ Human Resources Coordinator implements the Ridgeland Tourism Commissions human resource related functions, employee benefits, as well as oversight and implementation of administrative policies. As Executive Assistant to the President/CEO, this position provides support to the goals and objectives of the Commission, its Staff, and Board policies.

PRIMARY DUTIES AND RESPONSIBILITIES: Activities include but are not limited to.

- Create written reports or collect research data for President/CEO as requested.
- Maintain all employee files with accurate records of employee benefits and documentation for the Public Employees Retirement System
- Coordinates employee forms and enrollment for all benefits such as Health, Life, Vision, Dental, Disability as well as employee paid time off, Deferred Compensation, PERS and the Employee Assistance Program (EAP).
- Develop and implement new administrative systems, such as record management.
- Compiles, collates, and distributes materials for Board meetings.
- Take minutes for Board meetings and staff meetings.
- Coordinate staff meetings, staff retreat, and staff evaluations for President/CEO.
- Communicates personnel data to EASI Payroll System.
- Create an emergency management plan/procedure and educate staff.
- Supports accounting administrative duties, assists in record documentation and procurement measures. Cross training provided.

- Maintains excellent knowledge of the RTC Personnel Manual, policies and procedures and is responsible for getting updated information to staff.
- Maintain a high level of knowledge about Ridgeland, tourism products and collateral pieces.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Serves as a back-up to the Visitors Center front desk duty if needed in the absence of the Visitor Center Manager. Cross training will be provided.
- Responsible for responding to employee questions and inquiries about employee benefit programs and human resources policies.
- Assists staff with documentation and necessary paperwork required for procurement following state guidelines as well as Federal grant processes.
- Prepares and posts job openings both internally and externally, including websites. Provides information to and arranges interviews for candidates. Conducts reference checks.
- Maintains the organization of the personnel manual and facilitates updates.
- Maintains files and tracking of all incoming resumes and applications and prepares replies.
- Conducts orientation for all new employees; Prepares new hire orientation packets, ensures required paperwork (I-9's, W-4's, Insurance Benefits, Payroll Change Form, etc.) is completed and distributed to appropriate parties/carriers.
- Handles administrative exit procedures to include exit interviews, return of equipment (including corporate charge cards, office keys, etc.), terminating insurance benefits, coordinating with Payroll Department where necessary.
- Notifies Worker's Compensation carrier on any Worker's Comp injuries. Maintains employees' personnel, benefits and medical files, vacation/sick requests, timesheets, and insurance files according to standard guidelines.
- Prepares written correspondence, copies data and compiles records and reports as directed or required in administrative or personnel duties.
- Contributes to a positive workplace environment by demonstrating superior customer service skills in dealing with internal and external customers, speaking positively when referring to the Commission, and always acting and speaking in a courteous and professional manner.

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university in business administration, human resources or related field with 3 years' experience or associate degree and 4 years' experience.

REQUIRED/ACQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Demonstrate ability to maintain a high level of confidentiality.

- Intermediate knowledge of MS Office software including Outlook, Word, Excel, and PowerPoint.
- Ability to learn industry-specific organization software.
- Must be able to handle and prioritize multiple tasks.
- Knowledge of PERS, Procurement and Purchasing, and Benefit administration. Hospitality Industry, Convention or Tourism business a plus.
- Ability and willingness to establish and maintain accurate filing systems.
- Skills and ability to operate general office machines such as computer, typewriter, fax, copiers, telephones, etc.
- Good organizational skills and demonstrated ability to meet deadlines.
- Knowledge of or ability to learn and understand laws impacting personnel files, benefit reporting, etc.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Primarily a desk job requiring long periods of sitting and manipulating a keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an air-conditioned and heated space with moderate noise level.

OTHER RELATED REQUIREMENTS:

- Ability to relate positively with employees, clients, local and state hospitality partners as well as local, county and state officials.
- Ability to work nights and weekends when required. (3-5 times per year)
- Ability to travel on behalf of the Commission when required. (2-3 times per year)
- Valid Driver's License and transportation for work related duties if needed.

The RTC and the President/CEO reserve the right to modify any job description based upon the needs of the Commission. The RTC is an equal opportunity employer.

Send resumes by mail or email to:

Chris Chapman

Ridgeland Tourism Commission

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