



Administrative Assistant - HR

We have an opening for an AA who will support the HR Department with clerical and general administrative duties as well as HR functions. The ideal candidate will have excellent interpersonal skills, be a team player, and be able to multi-task.

Qualifications:

- Strong general administrative office skills
- Strong computer skills including Microsoft Word, Excel and Outlook; HRIS experience preferred
- Excellent written and oral communication skills
- Ability to keep confidential data secure
- Ability to respond via phone to after-hours and weekend alarm activations
- Ability to move frequently between multiple suites on one level
- Ability to drive a company van; valid driver's license with clean record required
- Ability to communicate via 2-way radio preferred

Education and/or Experience:

- HS diploma or equivalent
- 3+ years general office admin experience
- 1+ years HR experience
- Staffing/recruiting experience preferred
- Mail processing experience preferred

We offer excellent benefits and a casual work environment. Please fax resume with salary requirement to 703-818-9177 Attn: HR or email jsajobs@jspargo.com.