

HUMAN RESOURCES ASSISTANT

OFFICE OF THE SPEAKER

ILLINOIS HOUSE OF REPRESENTATIVES

The Illinois House of Representatives is seeking an administrative professional to fill a position in the Human Resources Unit supporting recruitment and outreach, new hire paperwork and training administration within the Office of the Speaker. The position will be located in Springfield, Illinois.

RESPONSIBILITIES:

- Supporting the HR Director in a variety of HR administrative and clerical duties
- Responding to all internal and external HR related inquiries, forms or requests
- Maintaining BambooHR HRIS system by updating and entering data
- Setting up appointments, arranging Zoom meetings and maintaining calendars
- Preparing and compiling reports using Excel
- Participating in recruitment efforts by posting job ads, organizing resumes and job applications, and assisting in outreach and sourcing of applicants
- Scheduling job interviews and assisting in the interview process
- Ensuring criminal background and reference checks are completed
- Maintaining records related to employee complaints, performance reviews, workplace safety and disciplinary actions
- Coordinating training sessions and seminars as well as outreach events
- Completing termination paperwork
- Preparing and handling job postings utilizing Indeed
- Social media work using Canva and Adobe for posting to Office LinkedIn page and other events
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent, some college strongly preferred
- At least two years of administrative experience, including recent experience in Human Resources, Social Services, or Government
- Must be adept at problem-solving, including being able to identify issues and support solutions in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally
- Must be able to effectively read and interpret information, present numerical data in a clear manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction
- Must be highly computer literate with capability in G-Suite, MS Office, and Zoom
- Shall be able to exhibit a high level of confidentiality

Compensation:

- \$40,000 minimum – compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Springfield, IL 62701: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Administrative: 2 years (Preferred)

Work Location:

- In person

**QUALIFIED APPLICANTS SHOULD SUBMIT A
RESUME AND CONTACT INFORMATION FOR THREE
PROFESSIONAL REFERENCES TO:**

**Pamela Lassiter
Human Resources Director
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Office of the Speaker
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