Position Summary
The O’Keeffe Museum is in search of a highly motivated HR Assistant to perform administrative tasks and services to support effective and efficient operations of the organization’s Human Resources department. Confidentiality is at the cornerstone of everything we do in HR and this role will play a critical role in ensuring the integrity and confidentiality of all information. The HR assistant will support the department and the organization in fostering a strong work culture that retains employees and attracts top talent; ensuring our values are at the core of our policies.

Successful candidates will have excellent customer service experience, high attention to detail, great communication skills, sound judgment and decision-making skills, and the ability to respond to sensitive situations discreetly.

*COVID-19 considerations:
Common surfaces are sanitized regularly, safety and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to

Recruitment and Onboarding
• Place job advertisements; accept and respond to all applications and tracking candidates.
• Evaluate job candidates; forward resumes to hiring managers; coordinate interview scheduling with hiring managers; call references; and manage and tracks resumes.
• Provide regular staffing and hiring updates and prepares reports as needed.
• Conduct pre-employment background checks and complete requests for employment verification.
• May attend job fairs or recruitment events as a representative of the Museum

Administrative Support
• Data entry and updating and maintaining information in HR databases
• Coordinate HR projects (meetings, surveys, reporting, etc.)
• Maintains human resources records including hard copies in personnel files and benefit files
• Monitor, maintain and update all HR related directories, lists, and org charts, and conduct routine audits and make required corrections
• Work with internal and external partners to coordinate key employee events, including All-Staff meetings, and employee appreciation events
• Provide clerical and administrative support to Human Resources Director as needed
Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

**Background and Qualifications**

5 Years’ experience Administrative Support - Preferred
3 Years’ experience in an HR-related position, e.g., Generalist, Recruiter, Benefits – Preferred
High School Diploma/GED - Required
Some college or advanced training in Human Resources - Preferred
BA/BS Human Resources or Related Field - Preferred

**Skills and Abilities**

- General knowledge of HR best practices
- Must maintain the integrity and confidentiality of human resource files and records.
- General knowledge of payroll and time tracking systems
- Strong computer skills, including spreadsheets and creating reports
- Must be able to work on multiple tasks and prioritize work
- Must be organized and be able to adhere to deadlines
- Strong attention to detail and accuracy are critical in data entry
- Good problem-solving abilities
- Strong customer service orientation

**Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to: 
[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.