

HUMAN RESOURCE LIAISON/ ADMINISTRATIVE ASSISTANT

Posting Start Date: 02/24/2021

Posting End Date: 03/03/2021

Please submit your cover letter and resume to **Michelle Leonard, Executive Assistant**, via email: MLeonard@cnswfl.org. This position works with and reports to the Executive Assistant to the CEO/HR Liaison.

- Children's Network of Southwest Florida, LLC does not discriminate on the basis of age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

General Purpose of Job (Full job description will be provided upon interview)

- ◆ Assist the Executive Assistant to the CEO in the daily management of Human Resource operations, communications, internal and external schedules, Board of Directors, correspondence, meetings, and projects.

Minimum Requirements

Education / Experience / Certification

- ◆ High School Diploma or General Education Degree (GED) required, A.A. degree preferred;
- ◆ A minimum of five (5) years of previous administrative office experience; and Human Resources knowledge is Required.

OTHER REQUIREMENTS

- ◆ Abide by the highest standards of confidentiality
- ◆ Ability to think critically and work independently
- ◆ Ability to establish and maintain positive working relationships with others
- ◆ Ability to manage various work assignments simultaneously

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required
- Driver's license check is required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)
- Annual Tuberculosis testing is a requirement

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying