

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

## **Administrative Assistant (Covid Admin)**

### Job Announcement

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an energized and competent Administrative Assistant with excellent customer service skills and some experience with Covid-19 related tasks to join our Human Resources Team. This person will be assigned to the Administrative Office in Hawthorne (CA), and will be responsible for providing Covid-related support to our managers, employees and participants, company-wide. Along with general Covid-related tasks, the incumbent will also work on daily office needs and provide extended general HR administrative assistance as necessary. The ideal candidate should have good oral and written communication skills and be able to organize their work using tools such as MS Office, Word, Excel and other general office equipment. Overall, the work of the Administrative Assistant will be critical to ensuring that our HR and Covid related processes continue to be executed in an efficient and organized manner.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Salary & Benefits**

This is a full-time position (40 hours/week) with a starting hourly wage of \$18.75 - \$20.48. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer medical cost coverage (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Must have an associate degree in Healthcare Administration, Human Resources, Human Services or a related field. Should have good working knowledge of administrative procedures with at least two (2) years of similar experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties of this position. Experience handling Covid-related tasks and/or working in a healthcare industry is a plus. Must have a demonstrated ability to work collaboratively, positively and effectively with others of diverse backgrounds; must have good MS Office, Word and EXCEL skills; must have strong customer service, communication and organizational skills. Must also demonstrate dependability, promptness, punctuality and professionalism at all times. Must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Reliable transportation, a valid driver's license and proof of insurance is a must. Lastly, this person must be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

**Essential Duties and Responsibilities:** Under the supervision of the Human Resources Manager, the Administrative Assistant performs a variety of clerical COVID-related duties that include, but are not limited to, the following:

- Stay abreast and knowledgeable of federal, state and local laws and regulations, including OSHA and HIPAA requirements as they pertain to health and Covid-related matters.
- Establish and maintain cooperative working relationships, providing excellent customer service and demonstrating high levels of discretion and confidentiality at all times.
- Act as a first point of contact for responding to Covid-related queries and support requests and provide guidance as necessary.
- Collect vaccination cards and exemption status documents; collect return-to-work doctors' notes and/or negative Covid test from employees/participants returning from Covid sick leave or quarantine; update and maintain Covid-status spreadsheets and record weekly Covid testing results as required.

- Assist with the general, and moderately complex, HR and Covid related filing systems and record keeping.
- Assist with the maintenance of Covid supplies (masks, testing kits, anti-bacterial-disinfectant solutions, etc.), including researching new vendors and deals and receiving, processing and distributing requested Covid supplies to various locations as necessary.
- Participate in meetings, events, or other special activities as required, ensuring Covid procedures/processes are followed.
- Operate standard office equipment and software and answer phones, forward calls and take messages as necessary.
- Compose and distribute emails, memos, letters, faxes, forms and other correspondence as necessary.
- Work in a busy environment with frequent interruptions.
- Provide administrative support and perform other related duties as assigned.

### **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. *Note: Measures may change based on level of safety concerns.* Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. Covid Vaccination is required. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*