Keystone Symposia

Administrative Assistant

SUMMARY

The Administrative Assistant is a part-time position responsible for in-office HR tasks such as checking time sheets, entering payroll and employee records changes into the payroll system. Office Manager duties include ordering supplies and general property management duties. This is an hourly part-time position working 10-16 hours per week. Working in our Silverthorne, Colorado office is required.

ESSENTIAL TASKS, ACTIVITIES AND RESPONSIBILITIES include the following. Other tasks may be assigned.

- Process payroll on a biweekly basis
- Maintain time sheet system
- Submit employee 401K deposits and changes
- Work with PuzzleHR to manage the performance management system
- Work with PuzzleHR to maintain and update compensation scales
- Serve as primary contact with PuzzleHR and InTANDEM
- Administer JazzHR recruiting software
- Maintain documents such as the organization chart, contact lists, etc.
- Send reminders to employees about timesheets and unused time off
- Serve as the main contact for office supplies
- Serve as liaison to the property management company to resolve issues with the lease space, HVAC systems, parking, etc.
- Pickup and distribute mail once a week
- Other duties as assigned

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- 1-3 years of experience in an office environment with data entry
- Good communication skills and the ability to keep information confidential
- Accuracy with data entry
- Ability to multi-task and prioritize tasks effectively
- Experience and proficiency with the Microsoft Office Suite

COMPENSATION

The starting pay for this position is $19.50/hour. Part-time benefits include sick time and eligibility for our 401K plan.

To apply for this position, please send your resume and cover letter to careers@keystonesymposia.org.