

Description: Assistant Office Manager in our Orlando Florida Facility

Job Purpose: Supports operations by assisting the Office Manager to:

- Maintains office systems and administration.
- Implements human resources programs; solving performance problems.
- Understands and provides financial information to management by, researching and analyzing accounting data; preparing reports.

Job Duties:

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, training and development, records management, safety and health, employee relations and retention; completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Protects customer confidence and the organization's value by keeping information confidential.
- Understands and can complete financial transactions.
- Maintains financial security by following internal controls.
- Approves invoices for payment by verifying documentation and obtaining approvals from appropriate managers.
- Assists in the maintenance of office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- In collaboration with the Office Manager, designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Contributes to team effort by accomplishing related results as needed.

Skills:

- Attention to Detail, Deadline-Oriented, People Skills, Excellent written and verbal communication
- Reporting Skills, Reporting Research Results, Confidentiality
- Time Management, Data Entry Management, Performance Management ,Training Management
- Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement.

Qualifications and Candidate Profile:

- 4 to 6 years of HR Generalist experience
- Skilled in dealing with workplace behaviour issues and practices.
- Financial Accounting or related training and background
- Competent with the full Microsoft Office suite of products
- Use their personality and common sense
- Their value to the company is creative problem solving, inspiring others
- They enjoy team activity, assignments with high people contact
- Their management style is communicative, friendly, no-nonsense style
- They influence others by forming strong relationships and developing a trusting 'can do' attitude
- They mostly communicate by presenting benefits in a logical way

Please send your resume with salary history from your two previous jobs and cover letter for consideration to careers@pcfsouvenirs.com