

Position Title: Human Resources Administrative Assistant

Department: Human Resources

Reports To: Director of Human Resources

FLSA Status: Non-exempt

Organization

The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) is a global philanthropy driven by a vision of a world where everyone has the resources they need to thrive by increasing access to healthcare, advancing new research and ideas, and improving people’s quality of life no matter where they call home. Helmsley strives to make a meaningful impact in its focus areas, matching its significant financial assets with a rigorous and results-oriented approach. Helmsley is committed to close and productive partnerships with its grantees, as well as with other funders and impact players in government, academia, and the private sector who share its interests and goals. Above all, Helmsley endeavors to be forward-thinking in every aspect of its work and will take risks that others cannot or will not take when the risk/reward trade-off warrants.

Since 2008, when Helmsley began its active grantmaking, it has committed more than \$3 billion. For more information on Helmsley, please visit www.helmsleytrust.org.

Position Summary

The Human Resources (HR) Administrative Assistant is a key member of the HR team who will collaborate closely with the Director in all areas of HR and will have a significant role in implementing and maintaining Helmsley’s HR programs and services. Responsibilities include: assisting with the recruiting process, managing onboarding process for new hires, maintaining employee files, managing Outlook calendars, making travel arrangements, gathering research or querying in-house resources in support of Helmsley and HR efforts, preparing templates, assisting with or coordinating special projects, completing expense reports, proof-reading, and other administrative tasks.

Essential Duties and Responsibilities

- Provide administrative support to the Director of HR, manage calendar and contacts, schedule appointments and prepare travel arrangements
- Coordinate recruitment efforts internally with hiring teams and externally with prospective candidates
- Assist with onboarding, new hire orientation, and new hire paperwork
- Maintain records, reports and logs for prospective and hired employees in accordance with organizational and regulatory guidelines.
- Oversee background checks for new hires in a timely manner.
- Maintain accurate and complete employee files.
- Coordinate and schedule company-wide training
- Maintain to-do and follow up lists for key initiatives
- Draft, edit, and produce correspondence for signatures
- Set up documents to generate presentations, analyses, reports and letters, and assist with special projects as needed
- Maintain employee confidence and protect operations by keeping human resource information confidential
- Assist executives and other staff members on an ad hoc basis and perform other duties as required

Desired Qualifications

- Unquestioned ability to maintain confidentiality
- Strong organizational skills and attention to detail
- Strong oral and written communication skills
- Track record demonstrating sound judgment, integrity and ethics; strong character who will quickly gain the trust of others
- Ability to identify and resolve problems in a timely manner and gather and analyze information skillfully
- Strong knowledge of Microsoft Office (Outlook, SharePoint, Word, PowerPoint, Excel)
- Comfort in learning new software systems (UKGPro, Concur, LinkedIn Recruiter)
- Experience managing multiple priorities effectively
- Demonstrated ability to exercise independent judgment and initiative and to work under deadlines and changing priorities
- Must thrive in team setting, but work well independently and self-sufficiently
- Bachelor's degree or equivalent work experience; experience and/or interest in Human Resources preferred

Health, Well-being, and Living Our Mission

Helmsley is dedicated to creating stronger, healthier futures for communities in the U.S. and around the world. Our departments and grantmaking programs are comprised of subject matter experts from a range of backgrounds in basic science, global health, and precision medicine, as well as the private sector and public policy.

Helmsley colleagues are intelligent, creative, forward thinking, and strongly committed to working productively with our grantee partners. Each was drawn to Helmsley by the same opportunity: to help build this young organization into a leading global charitable institution that will drive meaningful and measurable positive change in lives throughout the U.S. and around the world for years to come.

Comprehensive benefits currently offered to employees (subject to change) include:

- Employer-paid medical, dental, and vision for employees and their families
- Generous 401(k) employer contribution
- 23+ paid vacation and sick days
- 13+ paid holidays
- End of year office closure
- Summer Fridays
- Tuition reimbursement
- Personal and team professional development opportunities

Application Information

To apply for this position, please submit a cover letter, resume (in Word or PDF format), via the link <https://helmsleytrust.org/about/#careers-section>.

The position is based at Helmsley's main office in New York City. Only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Except for when working remotely due to the COVID-19 pandemic, the ability to work and collaborate in person with colleagues at Helmsley's office is an essential function of this job. To protect the health and safety of our employees, and consistent with Helmsley's mandatory vaccination policy, all new hires (except those granted reasonable accommodations in accordance with applicable law) are required to be fully vaccinated for COVID-19 before their start date.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management's right to assign or reassign duties and

responsibilities to this job at any time.

Helmsley provides equal employment and promotional opportunities to all employees and applicants for employment based upon individual capabilities and qualifications without regard to race, color, religion, sex, gender identity, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.