

HR Coordinator/ Executive Assistant

Position Description

Summary of position: The North American Securities Administrators Association (NASAA), a prominent Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire an HR Coordinator/Executive Assistant to handle the human resource administrative duties, administer employee health and benefit plans, act as a liaison between employees and insurance providers, and provide administrative support to the Association's Executive Director. The HR Coordinator/EA will provide administrative support to the Executive Director and support all HR functions under the supervision of the Director of Finance and Operations. The successful candidate will be highly-motivated, with a positive attitude and a commitment to excellence. He or she must possess the ability to multi-task, maintain confidentiality, coordinate work flow, and function well as a team player. The position reports to the Executive Director. This position offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement fund options.

The responsibilities of the HR Coordinator/Executive Assistant will include the following:

HR Coordinator

- Serves as primary point of contact for all employees regarding HR related issues and concerns.
- Responds to questions regarding benefits and general practices at NASAA.
- Administers health/benefit plans, including enrollments, changes and terminations. Provides required documents for the payroll/finance department and insurance providers to ensure accurate record-keeping and proper deductions.
- Assists with health care renewal and coordination of Benefits Open Enrollment process.
- Manages employee recruitment and interview process; maintains master candidate list for hiring manager; and assists with new hire onboarding/documentation.
- Conducts new hire orientation providing information on HR policies, programs and benefits.
- Assists with preparation of the performance review process.
- Maintains all employee personnel files.
- Assists in directing office operations and implementing office policies.
- Serves as liaison for temporary staffing needs.

Executive Assistant

- Provides daily support to the Executive Director including drafting correspondence, preparing presentations and briefing materials, drafting board agendas, and preparing board meeting books.
- Manages the Executive Director's schedule and prepares expense reports.
- Serves as point person for the NASAA Advisory Committee on Senior Issues and Diminished Capacity including scheduling meetings, taking minutes, preparing agendas and assisting the Committee Chair as needed.
- Responds to inquiries from the Association's members and from the public at the direction of the executive director.

- Supervises the Office Coordinator.
- Performs other duties as may be assigned.

Qualifications for the HR Coordinator/Executive Assistant

- 3-5 years relevant work experience.
- Bachelor's degree required.
- Highly proficient in Microsoft Office including Word, Outlook, Excel and PowerPoint.
- Excellent organizational and written communication skills.
- Strong attention to detail and adaptability to varied work assignments.
- Demonstrated ability to manage multiple assignments, including deadline-driven assignments and medium to high email correspondence volume. •
- Meets deadlines and completes projects independently with minimal supervision.
- Positive attitude and an ability to work as a team member.
- An interest in investor protection and securities regulation.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.