



## Help Us Change Lives: Auberle Seeks a Part-Time Administrative Assistant for the Human Resources Department

Auberle is a nationally recognized, award winning human service organization that serves thousands of children and families each year. For more than 60 years we have been helping build strong individuals, families and communities. Auberle is a faith-based entity dedicated to delivering excellent care that is rooted in trauma-informed practices. Auberle's staff is comprised of passionate individuals who are committed to finding the most innovative ways to solve our community's most difficult problems. We know that we deliver impact to our region because we measure everything that we do. For 7 years in a row we have been named as one of the Pittsburgh Post Gazette's Top Workplaces.

We are seeking a dynamic, creative, and effective professional to fill an immediate need for a Part-Time Administrative Assistant in our Human Resources Department.

Auberle's Human Resources Department provides benefits administration, employee file compilation, FMLA documentation, worker's compensation and unemployment compensation documentation, employee onboarding, employee relations, tuition reimbursement, and training. The HR Administrative Assistant provides data entry and clerical support to the operations of the department. This position requires strong organizational skills, customer service skills and critical thinking ability to solve problems effectively.

This position requires a High School Diploma (or GED) with secretarial experience. Technology skills are required including Outlook, Word, Excel and PowerPoint.

Must be 21 years of age or older and required to apply for Act 33/34 clearances (criminal and child abuse) as well as FBI clearance. Pre-employment drug screening and random employment drug testing required.

Auberle offers excellent training opportunities and a comprehensive benefits package. If you are highly motivated, passionate about our Mission, and interested in making a difference, be sure to apply on the Auberle website, [www.auberle.org](http://www.auberle.org). Auberle is an Equal Opportunity Employer.

