



Police Athletic League of Wilmington

Job Title:	Executive Assistant/ HR	Job Category:	Administration
Department/Group:	Human Resources	Job Code/ Req#:	
Location:	Wilmington PAL		
Level/Salary Range:	Open	Position Type:	Full Time
HR Contact:		Date Posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A

External Posting URL:	www.palw.org
Internal Posting URL:	www.palw.org

Job Description

Summary of position

We are looking for a master multi-tasker, high energetic individual with excellent computer and communication skills. Candidates should be able to assist management and all visitors by providing polite and professional assistance via. phone, mail, and email. Assistant must also be comfortable with computers, general office tasks, and excel at both. Most importantly, the administrative assistant should have a genuine desire to meet the needs of others and strive to go above and beyond job expectations.

Roles and Duties :

- Handle office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Provide real-time scheduling support by booking appointments and preventing conflicts.
- Use computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, email, and mail and in person.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Organize and maintain personnel records.
- Prepare HR documents, like employment contracts and new hire guides.
- Revise company policies as directed.
- Answer employees queries about HR- related issues.
- Update internal database (e.g. record sick or maternity and personal leave)
- Depositing Money
- Prepping Events
- Organizing Board Meeting
- Key Labeling/Assigning
- Payroll Management
- Ordering Supplies for Departments
- Receipt Bank
- Updating the google Calendar
- Printing Checks
- Monthly Newsletters
- Website assistance
- Utilize and familiar with Google Docs
- Managing Director's Schedules and meetings



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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

This is a Full-time position, and general hours of work and days are Monday through Friday, 9:00 am to 5:00 pm.

Qualifications and Education Requirements:

- Associates degree
- 2 years' experience
- Thorough knowledge of labor laws
- Experience with HR software/ payroll/ time clock procedures

Preferred Skills:

- Computer literacy skills
- Attention to detail
- Bi-lingual is a plus
- String phone, email and in-person communications skills
- Microsoft software
- Google Docs
- Creative and Artistic

Conditions of hire:

- A satisfactory criminal background and reference check and a valid driver's license.
- Must be eligible to work in the U.S. without sponsorship.

Equipment Use:

Telephone, copier/ scanner, computer/laptop (Microsoft Office Applications), and fax machine.

Evaluation of Performance:

Performance in this position will be evaluated in accordance with the current job description and evaluation process.

Equal Opportunity Employer

The Police Athletic League of Wilmington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, veteran or any other status protected under local, state or federal laws.

Reviewed By:	Christopher Purnell	Date:	12.2.22
Approved By:	Christopher Purnell	Date:	12.2.22
Last Updated By:	Ronnay Blatch-Huggins	Date/Time:	12.2.22



Police Athletic League of Wilmington

Acknowledgement & Signatures

This job description has been approved by PALW Administration.

Deputy Director Signature: _____

Date: _____

Executive Director (Signature): _____

Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Please Print): _____

Employee Signature: _____

Date: _____

CC: Personnel File