# Recruitment Assistant

**Housing Authority of the City of Pittsburgh**

<table>
<thead>
<tr>
<th><strong>DEPARTMENT:</strong></th>
<th><strong>LOCATION:</strong></th>
<th><strong>ACCOUNTABLE TO:</strong></th>
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<tbody>
<tr>
<td>Human Resources</td>
<td>200 Ross St.</td>
<td>Employment Manager</td>
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<tr>
<th><strong>UNION STATUS:</strong></th>
<th><strong>FLSA STATUS:</strong></th>
<th><strong>SALARY:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Union</td>
<td>Non-Exempt</td>
<td>$30,000-$35,000</td>
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**SUMMARY:**

Act as first point of contact for HR office and assist in all aspects of employee recruitment. Answer multiple-line phone, greet visitors, enter applicant data into recruitment database, schedule and administer pre-employment tests. Other duties include filing, preparing letters, mass mailings, and using expense requisition software. Employment requires City of Pittsburgh residency.

**TRAINING AND EXPERIENCE:**

Must have high school diploma and minimum of 3-years office experience. Prefer Associate’s Degree and minimum of one (1) year experience. Will consider applicants with demonstrated office and organizational expertise, including strong coordination skills and ability to handle multiple responsibilities. An equivalent combination of education, training and experience, which provides the required knowledge and ability, may be considered sufficient.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to type 45 wpm and have intermediate knowledge of Word and Excel. Excellent interpersonal skills and a willingness to apply skills learned. Ability to understand and be familiar with the organizational structure and work handled by the department; ability to maintain confidentiality; ability to multi-task. Strong personal integrity and excellent verbal communication required. Must be able to work effectively and efficiently in a fast-paced environment. Employment requires City of Pittsburgh residency.

**DUTIES AND RESPONSIBILITIES:**

- Meet and greet visitors. Answer phones, taking complete and accurate messages.
- Enter applications and resumes into database. Send follow-up notices as required.
- Place job advertisements in newspapers.
- Enter expense requisitions into Emphasys database.
- Distribute job postings to departments and tenant council.
- Schedule testing for applicants and administer pre-employment testing.
- Assist in preparation of reports and presentations.
- Represent HACP at job fairs as assigned.
- Ensure pre-employment physicals are scheduled and track results.
- Administer criminal background checks.
- Administer Photo ID program.
• Prepare, review and monitor invoices from various vendors.
• Prepare general correspondence for supervisor signature.
• Process Training Requests.
• Make travel arrangements.
• Maintain all general files and inactive files.
• Other duties as assigned.

PHYSICAL REQUIREMENTS:
This work usually requiring no more than 10 lbs of force on a frequent basis. May occasionally be required to exert up to 10 lbs (lifting & carrying). Speaking, seeing, hearing, sitting, reaching, grasping, digital manipulation required.

ATTENTION: If you are interested in this position, you must indicate your interest by writing to:

Department of Human Resources
200 Ross St. – 1st Floor
Pittsburgh, PA 15219

YOU MUST RE-APPLY FOR EACH POSTING.

An application prior to this posting may not be considered.

NOTE: “A condition of employment with the Housing Authority City of Pittsburgh is the understanding that the employee will be transferred for assignment in accordance with the needs of the Authority. Refusal of transfer to any Authority Office throughout the City will be considered sufficient cause for dismissal.”

NOTE: If you have a disability and would like a reasonable accommodation to participate in the application, hiring, testing, or employment process, or in the course of employment, please make your request to the Human Resources Department. You may ask for an accommodation any time during the application process or throughout your employment at HACP. HACP will make every effort to meet all requests that are reasonable and that would not result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

POSTING DATES: October 21, 2009 – Until Filled

AN EQUAL OPPORTUNITY EMPLOYER