

AMERICAN FILM INSTITUTE  
JOB DESCRIPTION

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POSITION: Administrative Assistant  
DEPARTMENT: Human Resources  
LOCATION: Los Angeles Campus

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PRINCIPAL RESPONSIBILITIES:

The Administrative Assistant, Human Resources is responsible for providing a wide variety of administrative support services for the Chief Resource Officer and the Human Resources team. This includes matters pertaining to (1) processing of employment forms; (2) recruitment and staffing support, (3) timesheet administration; (4) parking notifications; and (5) information tracking and reporting. The ideal candidate will have demonstrated experience exercising independent judgement and action when dealing with staff, management, faculty, Fellows and external contacts on a variety of matters, and must have the ability to maintain a high level of confidentiality in the performance of all duties.

PRINCIPAL DUTIES:

- Act as a primary liaison for routine HR matters and answer a variety of employment related queries and other related questions verbally or in writing; refer more detailed requests regarding HR processes and procedures to the appropriate HR team member.
- Provide all core administrative functions to the Chief Resource Officer and the HR Department; answer HR Department phones and route to the appropriate person.
- Manage the schedules of the Chief Resource Officer and the HR team, including maintaining department master calendar.
- Support recruitment and selection efforts by processing staffing requests, posting open positions, coordinating resume sourcing, creating recruitment files, tracking applicants and scheduling candidate interviews; create a tracking file and complete all employment verifications.
- Intake and process all New Hire Paperwork, ensuring documents are appropriately tracked and accurate; assist with the New Hire Orientation by preparing Employee Handbooks and/or Benefits Packets for all new hires.
- Coordinate with the IT team on the creation or deactivation of email accounts, phone extensions, etc. for all new and outgoing employees.
- Review and verify staffing data with payroll for all types of changes in employment status.
- Liaise with the Payroll department with respect to employees' status changes and leave of absence to facilitate correct payroll processing.
- Process employee resignations and schedule exit interviews with the appropriate HR team member.
- Provide logistical support for the Employee Performance Review (EPR) process, which includes

the receipt and tracking of EPRs and job descriptions.

- Generate and prepare complex documents, update staffing list and maintain personnel data, including reports, confidential correspondence and AFI Organizational Charts in a timely manner as necessary.
- Generate, produce and distribute various company forms ensuring accuracy and timeliness; proactively update and maintain the AFI Intranet and the HR Department forms inventory, including benefit collateral material.
- In collaboration with the Manager, General Administration, maintain, update and distribute the personnel directory, benefits contact sheets and various company materials in a timely manner.
- In collaboration with the Manager, General Administration, maintain department filing system, ensuring a high degree of accuracy and organization.
- In collaboration with the Manager, General Administration, reconcile expenses ensuring accuracy and alignment with budget.
- Assist the Manager, Benefits Administration with processing Workers' Compensation, disability and unemployment claims.
- Distribute bi-weekly timecard email reminders for the Los Angeles, Maryland and DC offices.
- Provide relief coverage for the Campus Information Officer (Switchboard Operator) and Assistant to the President & CEO as needed.
- Assist the Manager, General Administration with the ordering of HR Department supplies.
- Compile information and generate reports as requested.
- Performs other duties and assignments as assigned.

#### EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree, preferably in a business-related field, required.
- Minimum two to three years strong Administrative Assistant experience supporting a busy, multi-person department; prior experience in a Human Resources department, with a working knowledge of Human Resources practices and principles, highly desirable.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently while being an integral member of a fast-paced, high-functioning, results oriented team; ability to work calmly under pressure.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- High level of proficiency with Microsoft Office (Word, Excel and PowerPoint); comfortable working in an IOS-based (Mac computer) environment.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to negotiate challenging situations and personalities with a professional and positive

attitude.

- Demonstrated knowledge and experience in the film and television community is a plus.

SUPERVISION:

The Administrative Assistant, Human Resources performs all duties and responsibilities under the guidance and supervision of the Manager, General Administration.