



JOB OPENING

Executive/Human Resources Assistant – Minneapolis Office

Quayside Publishing Group has an opening for a full-time **Executive/Human Resources Assistant**.

This position will support the President/CEO by managing his calendar, booking travel (domestic and international), taking minutes of quarterly business meetings, and all day-to-day activities of a fast-paced operation. He is away from the office 50 – 75% of the time so time management is critical.

We are seeking an assistant to join our Downtown Minneapolis location. The assistant position is responsible for supporting our President/CEO as well as the Human Resources Director and, as an integral part of our team, will handle a wide variety of responsibilities and ensure that strict deadlines are met.

Responsibilities

- A. **Executive Assistance** (President/CEO is away from the office 50 – 75% of the time so time management is critical)
- Coordinate business travel (domestic and international)
 - Maintain current calendars, itineraries, and schedules of CEO
 - Ensure proper internal communications.
 - Prepare and distribute reports
 - Assist in preparing required documents for quarterly business meetings.
 - Compose minutes of quarterly business meetings.
 - Assist in preparing and producing company business plans, budgets, and financial reports as required
 - Initiates and facilitates key company functions within an approved budget that meet the objectives of management and result in positive morale.
 - Assist in day-to-day activities of a fast-paced operation.
- B. **Human Resources**
- Assist with semi-monthly payroll processing for 6 divisions via ADP PayeXpert.
 - Responsible for general administrative functions, such as record keeping, reporting, filing, and ensuring timeliness and accuracy of time off requests and attendance reports.
 - Conducts new employee orientation to welcome new hires, explain benefits, company policies, etc.
 - Sets up files for new employees; records changes to employee status as necessary (e.g. change of address, departmental transfers, rate changes, terminations, etc.).
 - Oversees HR transactions such as; benefits plan participation, staffing process, promotions, transfers, performance reviews, performance improvement plans and terminations.
 - Responsible for maintaining all business and employee information in the strictest confidence.
 - Knowledge, understanding, compliance, and enforcement of all applicable Federal, State, and Local laws and regulations relating to job duties.
 - Knowledge, understanding, compliance, and enforcement of all company policies.

Requirements

- Bachelor's Degree in Business or equivalent in relevant work experience.
- At least five (5) years of Executive Assistant experience required.
- Working knowledge of ADP PayeXpert, preferably including I-Reports, FSA, COBRA as well.
- Strong Microsoft Office skills (Word, Excel, PowerPoint) and HRIS database skills.
- Excellent interpersonal, written, and oral communication skills.
- Proven ability to manage multiple priorities in a fast paced environment.
- Attention to detail and a high degree of accuracy in all work produced.
- Ability to prioritize and organize work to meet strict deadlines.
- Ability to maintain the highest level of confidentiality.
- Effective decision-making skills and demonstrated ability to work both strategically and tactically in identifying challenges and implementing solutions.
- Performs all responsibilities in a professional manner, and through interactions with others preserves and/or enhances the image of the company.

Quayside Publishing Group offers a competitive salary, generous benefits package and 401k with company match.

Full time benefit offerings may include:

Paid Vacation	Paid Sick Time
Personal Time Off	Holidays
Medical Insurance	Dental Insurance
Life Insurance	Voluntary Life Insurance
Short Term Disability	Long Term Disability
AD&D	Flexible Spending Plans (Health, Dependent Care, Commuter)
401(k)	Roth 401(k)

For consideration, please submit your resume and cover letter, including salary requirements to hr@quaysidepub.com.