

Human Resources Administrative Assistant

If you are in search of an exceptional workplace to grow personally and professionally, Landings Real Estate Group (LREG) has an exciting opportunity for a Human Resources Administrative Assistant. Our ideal candidate is people-oriented, proactive, and displays a passion for creating great teams!

This position will be pivotal in assisting the Director of Human Resources with the daily functions of the Human Resources department. The role requires someone with acute attention to detail to help keep the administrative side of the HR operations organized and running efficiently.

As part of a longer-term strategy, this candidate will be afforded the opportunity to assist with, and participate in, various facets of Human Resources functional areas, allowing substantial career growth.

Company Overview

Landings Real Estate Group, headquartered in Newport, RI, owns and operates over \$350M in multi-family and lodging/hospitality assets and executes investment, development, construction, and property management services in Rhode Island, Massachusetts, Connecticut, New York, and Florida.

Awarded **Best Places to Work** for two (2) consecutive years, Landings Real Estate Group employees enjoy a workplace with a culture of respect, empowerment, and fun. We strongly believe in advancing the careers of talented professionals, and whenever possible, promoting from within the organization to support its growth. Our group's entrepreneurial culture and shared values serve as guidelines to create a collegial and collaborative atmosphere among professionals who work well together and enhance the company's pioneering spirit.

Responsibilities/Duties

- Provide administrative support to Director of Human Resources while helping nurture the expansion of the Human Resources department to complement company growth.
- Maintain the integrity and confidentiality of human resource files and records.
- Perform general clerical duties, such as filing, copying, scheduling meetings/travel, ordering supplies, etc. for both department and corporate office.
- Ensure smooth communication with employees and timely resolution to their queries, referring more complex questions to Director of Human Resources.
- Assist with online job posting, recruiting, and facilitating the hiring of qualified job applicants for open positions; collaborate with managers/leadership team to understand skills and competencies required for openings.
- In partnership with Director of Human Resources, perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; performance and talent management; productivity, recognition, and training and development
- Join with Director in identifying and maintaining valuable data regarding HR trends, best practices, regulatory changes, and new technologies in talent management, human resources, and employment law.
- Coordinate logistics for Human Resources events, meetings, and trainings.
- Assist with other duties as assigned.

Experience, Skills, and Knowledge:

- Personal integrity and the desire to maintain the highest standards is paramount.
- 2+ years minimum experience in administrative role (required) with basic knowledge of Human Resources (preferred).
- Desire to grow career in Human Resources.
- Knowledge of *ADP Workforce Now* is a plus!
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Strong attention to detail with an obsession for accuracy.
- Proficiency in Microsoft Office, particularly the use of communication and scheduling programs (i.e., Outlook, Zoom, WebEx, etc.).
- Strong sense of self and confidence in abilities to be handed a project and push it across the finish line independently.
- Excellent time management skills.
- Self-motivated and resourceful.
- Superior verbal and written communication skills
- Solutions-oriented mindset with high emotional intelligence and significant ability to work well under stressful, high-pressure situations.
- Outstanding work habits and professional ethics to meet deadlines and handle confidential information with discretion and professionalism.
- Strong organizational/prioritization skills.
- Must be customer service-oriented with the ability to interface with all levels of employees.
- Demonstrated ability to work independently as well as in a team environment

Education/Training/Licensing:

- Associate or bachelor's degree in Human Resources or equivalent experience is highly preferred.

Benefits

Landing Real Estate Group offers a competitive salary and benefits package which includes a 401k with company match, medical/dental/vision insurance, Employee Assistance Program (EAP), on the job mentoring and training, professional development, company paid life insurance, generous Paid Time Off (PTO) plan, paid company holidays, employee appreciation events, and profit sharing is provided/offered.

Landings Real Estate Group is an Equal Opportunity Employer