



Position Title: Human Resources Office Assistant
Reports to: Human Resources Manager

Status: Full time, Exempt
Date: August 2022

Job Summary:

Under the general supervision of the Human Resources Manager, the Human Resources Office Assistant will primarily be responsible for providing administrative support to BOX Market team members

Position Duties:

- Assist with the arrangement of travel for Boston and Chicago employees, accommodations, meeting scheduling, and submission of expense reports as needed
- Order and maintain office/pantry supplies including business cards and stationary
- Manage all administrative and facilities management aspects of the Boston office and coordinate with the Chicago office and remote staff to address any office needs
- Maintenance and troubleshooting of office equipment (fax, printers, copiers, scanners, phones, computers, etc.), including coordination with IT and its vendors as necessary
- Liaison for visitors, building management and security (access badges)
- Coordinate BOX's safety responsibilities and all building maintenance requests
- Manage FedEx account, handle processing of incoming/outgoing mail and shipments
- Manage conference calling accounts and maintain conference room schedule/calendar
- Draft reports, prepare presentations, and edit documents
- Gather and compile requested information, perform research as assigned
- Event planning for both internal and external special events
- Webmaster for the BOX website, making changes as necessary, as well as regularly posting data, graphs, and press releases.
- Maintain CEO's schedule as needed
- Assists with new hires (i.e., ensures equipment is ordered, received, and assist in coordinating physical set up; provide assistance with the fingerprint process).
- Other duties as assigned

Job Knowledge and Skills:

The ideal candidate will possess a high level of accuracy and attention to detail as well as above average organizational and analytical skills. The ability to work efficiently in a fast-paced environment and to meet strict deadlines is essential. Extensive experience with Microsoft Office Suite and the ability to efficiently conduct internet research are required. The ideal candidate will take the initiative in identifying and anticipating needs, enjoy interacting with different team members, and be able to plan and prioritize projects. Ability to act with integrity, professionalism, and confidentiality.

Communication Skills:

Exceptional oral and written communication skills and administrative support are essential. The ability to handle different projects in a timely manner and keep the project owners updated and well informed are required.

Education and Experience:

- Bachelor's degree required.
- One to three years of comparable experience in a professional office environment



providing administration support