



Public Broadcasting Atlanta (PBA) is a non-profit organization formally called Atlanta Educational Telecommunications Collaborative, Inc. (AETC). As a broadcast service PBA is comprised of WABE90.1FM, WPBA-TV30 and the digital service Atlanta Plant. For more information on the broadcast service, programming and other opportunities, please visit www.wabe.org.

Job Title: Administrative Assistant (HR)

This position supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, accountability, respect and ownership. The Administrative Assistant is responsible for performing tasks in support of the HR office and assisting other departments with administrative needs. This position will be responsible for creating detailed reports, assisting with administrative functions that include but are not limited to calendaring, budgeting, analysis and tracking of expenses as well as vendor activity. This position will also be responsible for greeting all incoming guests and answering calls coming through the main phone line.

Accountabilities:

- Provides administrative support to HR and other departments as needed, and also assists with other related clerical duties such as scheduling meetings, faxing, filing and creating reports.
- Assists in the recruiting effort by posting and tracking jobs as well as scheduling interviews and candidate follow-up.
- Prepares memos, correspondence and assists in developing presentations.
- Assists in the internship program (recruiting, processing and as a liaison)
- Assists and helps in the coordination of the stations' notification system.
- Takes and prepares notes for committee meetings.
- Professionally answers telephones through company mainline and directs calls as necessary.
- Greets, checks-in and directs visitors to the station in a professional, friendly and hospitable manner.
- Coordinate, plan and prepare for staffing events/gatherings (ordering food, supplies, set-up and breakdown).
- Receives, sorts, and forwards incoming mail as needed.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Assists in the social media presence for the Human Resources department.
- Performs all other duties as assigned.

Knowledge, Skills and Abilities:

Experience and Education Requirements

- Possession of a high school diploma or equivalent (GED).



740 Bismark Road NE,
Atlanta, GA 30324
678-686-0321

wabe.org
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atlantaplanit.wabe.org



- Minimum 2 years administrative experience.
- Must have knowledge of office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 2+ years related experience.
- Must be proficient in MS Office (Word, Excel, Outlook & PowerPoint).

Necessary Skills and Abilities

- Punctual, professional and ability to work with minimum supervision.
- Possession of strong organizational skills, excellent verbal and written communication skills.
- Possesses exceptional interpersonal communication skills.
- Ability to follow verbal and written instructions.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with the administrative team.
- Possesses ability to be watchful, analyze, anticipate and act quickly with good judgement.

Competencies:

Initiative	Organizational Skills	Problem Solving/Analysis
Project Management	Team Work Orientation	Customer/Client Focus

Work Environment & Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required (up to 10 lbs.), accepting shipments, filing documents or store materials throughout the workday. Proper lifting techniques required. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Please send resume and cover letter to:

Public Broadcasting Atlanta
 Attention: Human Resources
 740 Bismark Rd. NE
 Atlanta, GA 30324
 Fax: 678-553-3026

Apply online at: www.pba.org

Email: jobs@pba.org

EOE



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