GMA FOUNDATIONS, INC.
HR & OPERATIONS ADMINISTRATOR

GMA Foundations is a growing company, located in Boston, hard at work in the exciting field of philanthropy; providing grantmaking, administrative, financial management, and consulting services to foundations and other donors. GMA Foundations helps donors define and reach their philanthropic goals, serving as a trusted ally and a guide to greater impact, meaning, efficiency, and clarity.

We are a congenial and employee friendly company offering excellent benefits, which include health, vision, and dental insurance, medical and dependent care FSA, and a 401k plan.

We are committed to maintaining an optimistic, inclusive workplace where employees are encouraged to unleash their innate curiosity, learn together, and share our enthusiasm for the field of philanthropy.

Position Summary

The HR & Operations Administrator reports directly to the Chief Operating Officer and supports the COO, President and Board of Directors to ensure smooth and compliant internal operations. We are looking for an entrepreneurial minded individual to help the COO manage a fast-paced and growing company focused on providing superior client services. This position provides critical organizational support and the ideal candidate will have superior organizational and administrative skills and be willing to learn and take on additional responsibilities as needed to support the company's success.

This position is currently a 4 day per week position (Monday – Thursday).

Essential Job Functions and Responsibilities

HR Responsibilities:

- Coordinate onboarding process for new employees and conduct new employee orientation; serve as primary contact for new employees in orientation follow-up inquiries
- Support recruitment efforts by managing the application process
- Assist COO in managing benefits programs including open enrollment, communication to employee regarding insurance benefits, and 401k communications and compliance

- Assist staff by addressing routine HR questions
- Stay abreast of changes in HR law and best practices and provide recommendations to COO accordingly
- Update employee handbook and internal policies in coordination with COO; recommend and prepare additions to current policies
- Perform other related duties, as necessary

Operations Responsibilities:

- Coordinate workflow and manage coverage during employee absences
- Assist administrative staff during peak work cycles as needed to ensure high level of client services
- Ensure office organization and cleanliness throughout shared office and meeting spaces
- Assist COO in maintaining office facility, serving as main point of contact for building management
- Support COO with administrative and project needs
- Manage vendor relationships, including outsourced IT vendor
- Maintain office equipment; provide recommendations to COO re: equipment needs
- Manage office supply inventory
- Assist with business insurance renewals and certificates of insurance
- Provide general administrative support, including visitor reception, directing telephone inquiries to appropriate staff
- Assist staff with maintaining grants database and responding to applicant inquiries
- Perform other related duties, as necessary

Qualifications:

- Bachelor's degree preferred, or equivalent experience and/or training.
- Minimum of 2 - 3 years of related experience, preferably in human resources department.
- Superior oral and written communication skills
- Strong math skills and accuracy working with numbers
- Must be highly organized and detail-oriented with proven experience multi-tasking, organizing, and prioritizing work
- Ability to manage multiple priorities at once
- Ability to follow-through and complete projects and tasks in a timely manner and on own initiative
- Ability to problem-solve
- Ability to handle requests and inquires in a timely and discrete manner
- Ability to train and support new and current staff
- Ability to handle to confidential information securely and with discretion

- Must work well both independently and as a team member
- Perform duties with a high degree of professionalism and accuracy
- Strong technical and computer skills including working knowledge of MS Office
- Committed to success of the co-workers and company
- QuickBooks and database experience is preferred
- Experience preparing 1099 Forms is a plus

APPLICATION PROCESS:

Please send resume and cover letter, with salary requirements for a 4 day per week position, to jobs@gmafoundations.com. Please include "Application for HR & Operations Administrator" in the subject line of your email. Resumes will be considered on a rolling basis through September 1, 2017.

No phone calls please. No third parties; no recruiters