

Brodhead Creek Regional Authority
410 Mill Creek Road
East Stroudsburg, PA 18301
570-421-3232

Office Manager / Human Resource Manager

This position requires an applicant to have proven office management and administrative experience. The applicant needs excellent time management skills and the ability to multi-task. Attention to detail, problem solving along with excellent written and verbal communication skills are a must. The applicant needs to be proficient in MS office and have a knowledge of accounting, data and administrative practices.

Responsibilities

Office Manager

- Manage office routines, order supplies, oversee vacation schedules for employees, and arrange repairs for office equipment.
- Coordinate with Tech Committee on all office equipment.
- Organize and schedule meetings and appointments.
- Perform review and analysis of special projects and keep management properly informed.
- Ensure security, integrity and confidentiality of data.
- Balance out monthly billing reports with AP department. Prepare monthly financial packets for financial consultant.
- Calculate weekly transfer for fiscal department.
- Provide Manager budget information as needed regarding income from billing, salaries as a result of evaluations and needed office equipment.
- Sign purchase orders as needed.
- Work in coordination with Manager as needed on projects.
- Work with Solicitor as needed.
- Provide backup for billing department and utilize billing software.
- Work with Safety Coordinator as necessary to arrange training or needed material.
- Participate actively in the planning and execution of company events
- Monitor and maintain office supplies inventory
- Handle customer inquiries and complaints as necessary.
- Manage internal staff relations.
- Maintain a safe and secure working environment.

Human Resource Manager

- Maintain personnel files.
- Complete advertising for new employees and interview with supervisors.
- Complete new employee background checks. Contact references.
- Train employees on personnel handbook issues.
- Assist Manager or Solicitor as needed in developing policies and related paperwork.
- Train employees on new policies.
- Complete paperwork when new employee is hired and notify appropriate insurance and pension agencies when employee becomes eligible for benefits.
- Work as liaison between health insurance provider and BCRA.
- Process ongoing paperwork related to health insurance as per insurance regulations.
- Report as needed and complete paperwork for workman's compensation and disability claims.
- Complete paperwork and coordinate random testing for CDL and Non-CDL employees.
- Complete employee evaluations.

- Maintain employee vacation schedules and vacation request slips.
- Work with employees and supervisors in promoting a team approach among employees.
- Deal with employee issues as they arise. Work with Supervisors and Manager as needed to address problematic employee behavior.
- Complete exit interviews and notify appropriate insurance and pension agencies.
- Complete unemployment forms if necessary.