

Administrative Assistant

Ecology and Environment, Inc. is seeking an Administrative Assistant to support Human Resources at our corporate headquarters in Lancaster, NY. This position will provide a broad range of administrative support for the HR team, including project assistance associated with Talent Acquisition, Benefits, HRMIS, Employee Relations, and HR Compliance. The ideal candidate will be a self-starter and highly motivated individual with the ability to work collaboratively and take ownership of a given task seeing it through to completion.

Responsibilities:

- Provide administrative support to Human Resources while maintaining a high level of professionalism and confidentiality
- Respond to routine inquiries, and assist employees and managers with general questions with a high level of customer service
- Process and record employee information, changes, and transactions in HRMIS system
- Organize, prepare, update, and process internal, government compliance, client-mandated, and ad-hoc spreadsheets, reports, documents, and correspondence
- Provide support for recruitment and new hire onboarding, paperwork, and data entry
- Provide support associated with leave, unemployment, and other routine administrative tasks
- Organize and maintain accurate office files, shared drives, and employee records, ensuring the safeguarding of information and compliance with legal record-keeping requirements
- Plan, implement logistics, and provide on-site support for meetings, employee events, and learning and development sessions – including any scheduling, meeting room reservation, food service, and technology set-up, as appropriate
- Serve as backup to receptionist and other administrative assistants
- Support special projects as needed

Requirements:

- 1+ years of administrative experience required; experience in a professional office environment preferred
- Associates or Bachelor's Degree in Business, Communications or a related discipline is a plus
- Strong proficiency with Microsoft Word and Excel including the ability to produce information in spreadsheets, documents, forms, and tables
- Extremely flexible, proactive, and able to easily shift priorities in a fast-paced environment
- Positive and professional customer service attitude
- Results oriented with the ability to work independently and as part of a team
- Excellent interpersonal, verbal and written communication skills
- Highly organized with strong attention to detail and accurate follow-through
- Ability to handle highly sensitive and/or confidential information
- Ability to effectively and tactfully interact with employees at all levels of the organization with a high degree of responsiveness and professionalism

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at www.ene.com to apply on-line. Local candidates preferred.

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories