



**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

## **JOB POSTING**

**Title:** Business Office Assistant

**Reports to:** Executive Director

**Effective Date:** Until Filled

**Job Summary:** *The Business Office Assistant will optimize productivity, profitability, and employee satisfaction. The primary function is to coordinate all administrative activities related to personnel and operations including developing recruitment strategies, maintaining the systems, benefits, payroll, accounts payable and generating reports.*

### **Essential Duties and Responsibilities:**

- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Identify and manage training and development needs for employees.
- Administer HR policies, procedures, compensation, and benefits.
- Payroll and Accounts Payable processing.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations.
- Maintain union agreements, contracts, and correspondence with the union.
- Maintain Employee Handbook.
- Assist with performance management system, employee complaints, grievances, and employee discipline processes.
- Such additional tasks as the Executive Director may assign.

### **Required Skills/Abilities:**

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to maintain a regular attendance and punctuality to maintain job redundancy for administrative functions.
- Ability to work cooperatively in a fast paced, team-based environment.

### **Education and Experience:**



**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

- Bachelor's degree in Human Resource, Business, or related field.
- Must have clean background and ability to pass drug screening.

**Please Submit Resume and Cover Letter to: [ACRAYTON@TCATABUS.ORG](mailto:ACRAYTON@TCATABUS.ORG)**