



## Free Geek is Hiring an HR Administrator!

The HR Administrator will be responsible for helping Free Geek administer HR functions, as well as keeping us in compliance with external legal and fiscal requirements.

### HR Administration (65%):

- Maintain legal and compliance paperwork
- Improve, document and maintain benefits administration systems
- Maintain schedule for 30+ staff members; including long-term scheduling and last-minute schedule changes
- Be an active member of the HR committee
- Maintain administrative end of HR

### Fiscal and Compliance Development (35%):

- Organize, maintain and document a centralized filing system and efficient process for document flow
- Work with appropriate staff to complete necessary administrative correspondence, including insurance, taxes, audits, payroll, and others as needed
- Improve, document and maintain purchasing, accounting and financial systems
- Coordinate bookkeeping and budgeting activities
- Other tasks as needed, including helping with supplies coordination

### Required Knowledge, Skills and Abilities:

- College degree with coursework in HR or the equivalent work experience
- Ability to work with minimal guidance or supervision in a non-traditional and time-critical environment

### Salary/Benefits

- Salary is \$30,000 per year.
- Generous benefits including health care, dental, vision plan and paid time off.
- Employer-matching retirement plan

### Work Hours

- Four and a half to five days per week, Tuesday through Saturday, 9:30am to 6:30pm, some evening or morning meetings, with some flexibility.

### To Apply

- **To apply, e-mail your cover letter and resume to [jobs@freegeek.org](mailto:jobs@freegeek.org), detailing your relevant experience and any other pertinent information.**
- We will be contacting a small group of candidates via e-mail to take a tour of Free Geek prior to being interviewed.
- *Deadline to apply: 6 PM on Wednesday, November 23rd, 2011*

- Payroll and bookkeeping experience
- Ability to develop and maintain organized systems
- Excellent organizational skills as well as attention to detail and accuracy
- Excellent written and verbal communication skills (including legible handwriting)
- Self-empowered and motivated organizer
- Extremely comfortable using computers and possessing the willingness and ability to learn how to use Free Geek's software and communication tools including wiki, RT, database, etc.
- Able to remain professional and positive under stress in an informal, friendly environment with diverse staff and volunteers

**Preferred Knowledge, Skills and Abilities:**

- Previous experience in a collectively-run organization, and with consensus
- Fluency in Spanish or another language

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