

# Conrad N. Hilton Foundation

## **Job Announcement** **ADMINISTRATIVE ASSISTANT – Administration, HR and Finance** **Agoura Hills, CA Office**

### **The Foundation**

The Conrad N. Hilton Foundation was created in 1944 by international business pioneer Conrad N. Hilton, who founded Hilton Hotels and left his fortune to help the world's disadvantaged and vulnerable people. The Foundation currently conducts strategic initiatives in five priority areas: providing safe water, ending chronic homelessness, preventing substance abuse, caring for vulnerable children, and extending Conrad Hilton's support for the work of Catholic Sisters. Following selection by an independent international jury, the Foundation annually awards the \$1.5 million Conrad N. Hilton Humanitarian Prize to a nonprofit organization doing extraordinary work to reduce human suffering. From its inception, the Foundation has awarded more than \$1 billion in grants, distributing \$82 million in the U.S. and around the world in 2011. The Foundation's current assets are approximately \$2 billion. For more information, please visit [www.hiltonfoundation.org](http://www.hiltonfoundation.org).

### **Position Summary**

Provides administrative support to the Administration team and will have specific responsibilities to support the Vice President of Administration & Chief Financial Officer, the Human Resources Manager and the Controller. This is a good opportunity to gain a comprehensive overview of the administration and operations of the Foundation.

### **Key Responsibilities:**

#### Administration

- Maintains calendar, schedules appointments, coordinates internal and external meetings, and compiles expense report for VP of Administration & CFO.
- Provides assistance with coordinating workflow, completing surveys, digitizing documents, organizing files, distributing materials, and other administrative and general office tasks as needed.
- Provides back-up support to reception, as needed, in answering and directing incoming telephone calls from the Foundation's main line, receiving guests, and handling incoming & outgoing deliveries.
- Undertakes special projects and other duties as assigned.

#### Human Resources

- Provides assistance with benefits administration to include enrollments, changes, tracking costs, reconciling monthly billing statements, etc.
- Assists with recruiting and new employee onboarding activities.

- Assists with planning and coordinating staff activities and events.
- Organizes and maintains employee files ensuring completeness and legal compliance.
- Monitors paid time off (PTO) taken by staff and maintains PTO accrual schedules and documentation.
- Interfaces with all levels of staff and external relations using appropriate discretion, sensitivity and professionalism.
- Provides assistance with coordinating workflow, completing surveys, digitizing documents, organizing files, distributing materials, and other administrative and general office tasks as needed.
- Undertakes special projects and other duties as assigned.

#### Finance

- Provides back-up support to payroll and accounts payable, as needed.
- Assists with annual accounting projects to include the audit, tax preparation, 1099's, etc.
- Compiles expense reports, as needed.
- Provides assistance with coordinating workflow, completing surveys, digitizing documents, organizing files, distributing materials, and other administrative and general office tasks as needed.
- Undertakes special projects and other duties as assigned.

#### **Core Qualifications:**

- Bachelor's degree preferred or equivalent experience/skill set.
- Minimum 2 years of administrative experience within a business office environment.
- Experience in human resources, specifically in benefits administration, and accounting is strongly preferred; ADP payroll experience is highly desirable.
- Excellent written and oral communication, customer service, and interpersonal skills; ability to build effective relationships with all levels of staff and external relations.
- Highly resourceful, organized and attentive to detail; strong analytical skills.
- Ability to effectively prioritize, multi-task and manage time.
- A positive attitude and high level of flexibility.
- Ability to work independently as well as collaboratively within a team.
- High level of professionalism, diplomacy and discretion with the ability to maintain matters of confidentiality.
- Interest in philanthropy and the Foundation's mission and operations.
- Strong computer skills and proficiency in Microsoft Office Suite.

#### **Compensation:**

A competitive compensation package is offered, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

**To Apply:**

Interested candidates should send a cover letter, resume, and salary history to Human Resources at [hr@hiltonfoundation.org](mailto:hr@hiltonfoundation.org). **Please note “Administrative Assistant” in the subject line.** No phone inquiries, please.

The Conrad N. Hilton Foundation is an equal opportunity employer and welcomes a diverse candidate pool.