



POLICE FEDERAL CREDIT UNION

External Job Posting: Human Resources Specialist / Executive Administrative Assistant

The Police Federal Credit Union, headquartered in the Washington, D.C. metropolitan area, is a full service, not-for-profit financial institution that has been committed to protecting the financial interest of members of the law enforcement community since 1935. Police Federal Credit Union has a workforce that is committed to exceeding expectations and building lasting relationships to help the organization continue steady growth. We offer an excellent working environment, good benefits including health, life and 401(k) benefits with employer match after six (6) months, comparable compensation, and generous vacation leave.

We have an immediate career opportunity for a Human Resources Specialist / Executive Administrative Assistant at our Upper Marlboro, MD location. Incumbent will perform specialized and confidential human resources duties to include researching benefits, handling employee relations, personnel data, hiring process, corrective actions, and terminations. Incumbent will also be responsible for providing confidential, professional, administrative support for the Executive Management team to include a wide range of administrative duties to be handled with accuracy, timeliness, confidentiality and discretion. Incumbent should have computer knowledge, preferably advanced Microsoft Office (Word, Excel, Outlook, PowerPoint) experience, excellent communication skills, detail oriented, comfortable working with numbers, and able to manage concurrent projects from multiple managers in order to meet tight deadlines. This position will report directly to the President and CEO.

Candidates will have a minimum Associates Degree and four (4) years of human resources and (4) years of executive administrative assistant experience in a professional office, financial institution or credit union environment.

Additional Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Attention to detail, and ability to assist in scheduling and/or arranging appointments, meetings, business trips and events for CEO, Executive Management and Board Members
- Highly organized professional
- Maintain high level of interpersonal skills and ability to interact with all levels of management, Board of Directors, members and staff
- Skilled at preparing correspondence, duplicating and disseminating materials for Board and Management meetings, which may include, but not limited to, agendas, minutes, committee reports, etc.

For immediate and confidential consideration, qualified candidates should email cover letter, salary requirement and resume to: humanresources@policefcu.org

We are proud to be an equal opportunity employer!

Website: www.policefcu.com