Diocese of Belleville
Office of Human Resources

Monday, February 7, 2022

POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF HUMAN RESOURCES

The Diocese of Belleville is seeking a full-time Administrative Assistant for the Office of Human Resources which is part of the Department of Temporal Affairs. The Administrative Assistant supports the administrative and clerical needs of the Office of Human Resources with regular interaction with parish, school, and agency personnel. Applicant must have a steady work ethic and proficient understanding of HRIS, database management and benefit claim support. Applicant must have strong written and oral communication skills; be highly organized, detailed and flexible; exercise problem-solving, discretion and interpersonal skills, and must maintain confidentiality.

Essential qualifications include a minimum of a high school diploma, Associate’s Degree preferred, or equivalent experience; 1-3 years’ experience in human resources and benefits/claim support, plus knowledge of Microsoft Office including Publisher and other computer programs/applications. Practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices, and organizational structure.

To apply send cover letter with resume to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL. 62220. FAX to 618-722-5020; email to humanresources@diobelle.org. Application deadline: Monday, March 7, 2022.