

The **WV Department of Health and Human Resources** is seeking applicants for the temporary position of **Executive Assistant** to the Chief Human Resources Officer (CHRO). This temporary position is responsible for ensuring the day-to-day operations of the Office of Human Resources Management continue uninterrupted by anticipating needs, thinking critically, offering solutions, maintaining a high level of confidentiality, and demonstrating a professional, courteous, and respectful presentation to staff, members of the public, vendors, retirees, and others.

Key responsibilities include, but are not limited to:

- Maintain the CHRO's schedule and ensure preparation is complete for daily schedule.
- Maintain CHRO's files and track outstanding items to ensure a prompt reply and assist with follow-up actions as necessary.
- Design and implement complex, sensitive, and vast projects affecting statewide operations.
- Work with bureaus, external agencies, and other stakeholders to facilitate changes and the timely resolution of any issues.
- Compile, analyze, and interpret data for the agency.
- Develop PowerPoint presentations and related presentation materials and graphics, produce reports, edited to appropriate format, and create statistical reports, as requested.
- Efficiently and accurately prepare, review and edit correspondence for consistency of message, professional style, presentation/format of content, continuity, completeness, and accuracy of content. This may include letters, presentations, proposals, and/or survey responses, both internally and externally.
- Purchase office supplies and equipment for staff.
- Serve as the Agency Telework Coordinator.

Duties require the use of independent judgment, an understanding of and proper handling of confidential and sensitive information, and an understanding of office workflow system administration and human resources functions and procedures. In addition, this position may perform other duties as assigned.

Preferred applicants will possess a bachelor's degree in a related field and a minimum of six years of paid administrative or professional level human resources experience.

This temporary position has the potential to become a permanent position for the right candidate.

Permanent employees enjoy a comprehensive benefits package, including medical, dental, vision, and life insurance, paid vacation, sick and holiday leave, tuition assistance, and a defined benefit retirement plan.