

December 26, 2025**Recruitment Announcement
Administrative Assistant, Human Resources****Position Hourly Range:** \$24.99 - \$35.64
Excellent Benefits Package**Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Human Resources Manager (HRM), the Administrative Assistant performs a wide variety of moderately complex clerical and administrative support services for the Human Resources and Labor Relations Department (HR).

Duties:

- Provide secretarial and clerical support to HR staff (e.g., edit correspondence; format and type various reports, correspondence, and other documents from a wide range of source materials; photocopy; schedule meeting rooms; establish and maintain recordkeeping systems to help monitor various HR processes).
- Assist with various administrative tasks such as data entry, filing, photocopying, and other office-related duties to support the smooth operation of the department.
- Support recruitment efforts by scheduling interviews, ordering background checks, preparing new hire packets, and occasionally attending career fairs (including set up and tear downs).

- Carry out basic financial functions: order supplies and materials, prepare invoices for payment, and, in general, work closely with accounting staff and the HRM to keep accurate records.
- Perform receptionist duties for Cherriots administrative offices.
- Data entry in our HRIS software with a high level of confidentiality and accuracy.
- Proofread documents to prepare for internal and external customers.
- Assist HR with special tasks and projects as directed by the HRM.
- Assist with the organization and execution of employee recognition events.
- Perform routine clerical tasks in support of HR projects, goals, and strategic initiatives.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Working knowledge of office practices and procedures, including the effective use of standard office and administrative computer hardware, software applications, and programs, including but not limited to the Microsoft Office Suite and Google Docs, Sheets, and Slides.
- Communicate both orally and in writing, concisely and clearly, using proper business English, spelling, and punctuation.
- Act as a positive representative of Cherriots and interact with the general public and business entities using courtesy, tact, and good judgment.
- Work cooperatively with others, be respectful of co-workers, and promote teamwork.
- Maintain and protect confidential information.
- Must be self-starting and proactive.
- Carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Skill in basic arithmetic; make arithmetical computations and tabulations quickly and accurately.
- Considerable knowledge to rapidly learn Cherriots personnel and financial data software systems, as well as become familiar with the structure of these programs in order to manage their use, input, and retrieve data, troubleshoot problems, and find creative solutions to issues.
- Considerable skill in collecting and interpreting various types of data; write and generate reports for Cherriots and outside agencies.
- Skill in operating standard office equipment (telephone, photocopy machine, fax machine).
- Skill in taking and transcribing meeting minutes.

- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Education and Experience:

- High school diploma or GED with college-level coursework.
- One to three years of clerical or secretarial experience.
- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification, if applicable.
- Experience navigating a labor union environment, preferred but not required.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences.
- May occasionally have to drive or take the bus to perform position functions.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots' careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be faxed to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Attn: HR Specialist, Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
 - Resume review
 - Application review
 - Panel interview
 - Criminal background check
 - Education verification, if applicable



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Benefits
as of 7/1/2025

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Vacation Leave** - Accrued bi-weekly. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - PacificSource or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS





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After completion of Trial Service

- **Long Term Disability Insurance** - Reliance Standard.
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$50,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement.
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Supplemental Term Life Insurance** - Reliance Standard.
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse, and \$15,000 for child(ren).
- **Deferred Compensation Plan** - MissionSquare Retirement.
- **Legal and Identity Protection** - LegalShield and IDShield.
- **Flexible Spending Account (FSA)** - Professional Benefits Services.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.