



Turning Point Ministries Job Opening – San Diego Headquarters

Human Resources Administrator

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning thirty-five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

Position Summary:

The Human Resources Administrator is a key skilled role in the HR back office. The HR Administrator has responsibility of the data in the system and has full responsibility for the updates and changes of all data which are inputted in Human Resources. His/her competency plays a key role in insuring a well-organized, effective HR department.

Essential Functions:

- Maintains HR database
- Assists in the recruiting process
 - Post Ads
 - Initial review of applicants
 - Set up phone and in house interviews
 - Coordinate travel/housing for out of area candidates
 - Coordinate background checks
 - Coordinate drug/medical screening
 - Test applicants, Word, Excel, Typing
 - Ensuing correspondence, offer or not hired letters
 - Liaison with agencies
 - Annual Job Fairs
- Reporting, 403B, EEOC, Workman's Comp
- Runs basic and standardized HR reports
- Manages FMLA/CFRA, EDD documentation for employees
- Maintains orientation packages
- Maintains new hire benefit packages
- Filing
- Able to perform orientations
- Coordinates open enrollment
- Coordinates annual retirement meetings
- Reviews monthly benefit billing/audit employee participation

Requirements:

- Excellent people and phone skills
- Working knowledge of California employment law
- Excellent command of Microsoft Word, Excel, Exchange
- Key 50 + words per minute, 98% accuracy
- Bachelor degree and 2 years' equivalent experience
- High level of confidentiality
- High level of tact and diplomacy
- Must be a spiritually mature Christian who maintains a vibrant walk with the Lord, fellowships faithfully in a Bible-teaching church and is above reproach in representing our Lord, Pastor Jeremiah and Turning Point

Other:

- Position is full-time at Turning Point International Headquarters in Lakeside, CA
- Salary commensurate with experience
- Extremely competitive employee health and retirement benefit programs
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your resume with a cover letter, Christian testimony, and salary history to jobs@davidjeremiah.org