



## Hershey Trust Company Position Description

**Position:** Executive Assistant – Corporate Services  
**Date:** November 3, 2022  
**Reports To:** Vice President, Corporate Services

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

### **General Position Description and Principal Accountabilities:**

#### Office Coordination, Human Resources, Corporate Communications, Information Technologies

- Serves as Executive Assistant to the VP, Corporate Services.
- Assists with human resources functions include new hire onboarding, recruitment advertising as well as assisting with review, organization, and response to applicants.
- Assists with record retention to include employee and other records.
- Assists with the annual performance review process.
- Assists with the benefits open enrollment process.
- Attends and may be a contributing member on committees and may be responsible for taking minutes.
- Assists with coordination of employee engagement and teambuilding activities.
- Assists with HR reporting and data collection.
- Coordinates training sessions and other meetings as needed.
- Serves as primary back up for payroll administration performing full payroll functions on a regular basis to maintain skill level and to cover for vacations/absences.
- Assists with other human resources projects as assigned.
- Responsible for office-wide incoming and outgoing mail to include taking mail to and from the post office, distributing to employee mailboxes and assisting with special mailings such as certified letters, express mailing etc.
- Responsible for office support functions to include main telephone and lobby reception, ordering office supplies, serving as point of contact for office service vendors to include paper shredding, water, express mailing/deliveries, and petty cash management.
- Assists with Corporate Communications projects as assigned.
- Assists Manager, Information Technologies, with projects as assigned.



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### **Minimum Qualifications:**

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

### **Education and Experience:**

- High School Diploma, Associate Degree, or equivalent work experience working in C-Suite capacity. Strong academic record is preferred.
- Minimum of 8-10 years of administrative assistant experience in a professional environment.
- Experience in human resources administrative functions preferred.

### **Certifications/Designations:**

- CPS, CAP encouraged.

### **Knowledge, Abilities, and Skills:**

- Must be motivated by and value the important mission of Milton Hershey School, The M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions.
- Unquestioned personal and professional integrity, ethics, and reputation with a high level of emotional intelligence, cultural sensitivity, and flexibility as well as a strong commitment to excellence and service.
- Experience working with Board of Directors and assisting with the preparation of Board and Committee materials.
- Proven ability to handle confidential information in a discrete and professional manner.
- Detail oriented, with a focus on accuracy and timeliness.
- Strong writing skills.
- Excellent interpersonal and communication skills.
- Ability to work independently with minimal supervision and as a member of a team.
- Ability to handle competing deadlines
- Ability to assist with tracking project timelines
- Proven ability to work collaboratively with diverse groups (internal and external) and establish ongoing relationships.
- Must enjoy working with numbers and problem solving (follow-up).
- Proficiency in Microsoft Office suite.



## Hershey Trust Company Position Description

**FLSA Classification:** Non-Exempt  
**HTC classification:** Full-time

**Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.**

**Interested candidates should submit resume to: [careers@hersheytrust.com](mailto:careers@hersheytrust.com)**