

Work Vapor

<https://workvapor.com/jobs/professional-staff-assistant-admin-support-hr-coordination/>

Professional Staff Assistant Admin Support – HR Coordination

Base Salary

USD 72000 - USD 115000

Description

Job Role: Professional Staff Assistant 2

Company: Los Alamos National Laboratory

Location: Los Alamos, New Mexico (Hybrid)

Job Type: Full-time

Pay: \$72,800 – \$115,400 per year

Work Details: Hybrid (onsite + remote)

Contact: Email: applyhelp@lanl.gov

Benefits

- Health, dental, and vision insurance
- Paid time off
- Parental leave
- 401(k) matching
- Tuition reimbursement

Description

This role supports daily office work and helps teams run smoothly. You will work with managers, handle admin tasks, and support hiring and reporting work.

Key Responsibilities

- Support hiring process (job posts, resumes, interviews)
- Create reports, presentations, and documents
- Manage schedules, meetings, and office tasks
- Handle data entry and maintain records
- Support team projects and daily operations
- Help improve office processes

Skills Required

- Strong communication skills
- Good problem-solving ability
- Attention to detail and accuracy
- Ability to handle multiple tasks
- Professional and confidential work style

Requirements

- Bachelor's degree or similar experience
- 5+ years of admin or support experience
- Good knowledge of MS Office tools
- Experience with reports, hiring support, and coordination

Hiring organization

Los Alamos National Laboratory

Employment Type

Full-time

Job Location

Mexico, United States

Remote work from: United States

Date posted

03/31/2026

Additional Info

- May require shift or weekend work
- Hybrid work within commuting distance
- Background check and clearance required

How to Apply

Apply through official process or contact:

Email: applyhelp@lanl.gov