



*Protecting the Waters of Texas!*

## **HR Administrative Assistant**

Gulf Coast Authority is in southeast Houston, Texas. Established by the Texas Legislature in 1969, we recently celebrated our 51st year of protecting the waters of the State of Texas and continue a significant role in improving the water quality of Galveston Bay, Houston Ship Channel and the state of Texas.

**Position: Human Resources Administrative Assistant**

**Pay range: \$20.07 – \$31.64**

- **Typical Duties and Responsibilities:**

- Provide full administrative support for Human Resources and Staff Services.
- Prepare correspondence, memoranda, reports, and other documents by data entry, copying, scanning, and filing.
- Process payroll transactions for HR and Payroll.
- Assist as needed to and support the management of conference travel with hotel bookings and registrations.
- Produce or retrieve required documents for HR staff.
- Serve as records coordinator for HR Department.
- Relieve receptionist duties when required.
- Perform special projects and other related duties as assigned.

- **Knowledge, Skills, and Abilities**

- Possess working knowledge of HR disciplines, legal, regulatory and privacy issues.
- Interface well with all departments and represent HR in a professional, high sense of urgency and effective manner.
- Partner with HR staff to assist in employment and benefits planning and administration including other HR related disciplines.
- Manage HR intranet pages including policies and procedures.
- Interface with employees at all levels and direct to appropriate staff.
- Ability to multi-task, effectively handle multiple events and needs including schedules, appointments, timetables and due dates.
- Ability to design, compose and create documents, forms and correspondence.
- Must possess excellent customer service and interpersonal skills.
- Advanced, demonstrated skills in Microsoft Office Suite applications, including mastery of Advanced Microsoft Word and Excel, PowerPoint, Outlook, Publisher and SharePoint, including records requirements.
- Demonstrated ability to manage office, office files both electronic and paper, effectively manage time and duties in an organized and orderly manner.
- Capable of preparing registered and express mail documents for immediate or next day deliver via various express mail carriers.
- Ability to operate all office equipment such as, copier, fax machine, postage machine, security and electronic time and attendance systems.
- Ability to perform complex mathematical calculations necessary to perform or prepare insurance, billing and purchasing tasks.
- Ability to compose letters, reports, forms, and memoranda to/from all levels.

- Maintain a valid Operators Driver's license and operate assigned vehicle safely.
- Ability to effectively communicate in writing, orally, in-person, by telephone and all electronic means.
- Capable of presenting self, ideas or presentations effectively to groups or individuals.
- Perform other duties as assigned.
  
- **Environmental conditions**
  - Work is performed primarily indoors with occasional exposure to normal office environment and storage/retrieval of materials.
  - Ability to operate and make minor adjustments to office equipment with exposure to some mechanical hazard.
  - Must be capable of travel, including overnight travel, driving, to and from remote facilities or conferences.
  
- **Education, certification, and experience required**
  - College degree or High school diploma or equivalent.
  - Advanced Microsoft Office Suite skill and office management experience.
  - Five years' experience as Administrative Assistant at an Executive, Senior Staff level.
  - Valid Class "C" Texas Driver's License.
  
- **Physical requirements**
  - Ability to focus on tasks at hand while performing various job functions.
  - Ability to sit, stand, walk, crouch/stoop, squat, twist upper body and occasionally kneel while performing various job functions.
  - Ability to lift and carry heavy bulky items such as storage boxes and cartons or seek assistance when needed.

**The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to expectations described herein does not constitute harassment in any form.**