



# Gulf Coast Authority Job Posting

<b>General</b>	
<b>Please apply at <a href="http://GCATX.ORG/Careers">GCATX.ORG/Careers</a> Page</b>	
<b>Position</b>	<b>Pay Range</b>
<b>Central Office-HR Assistant</b>	<b>For Qualified Candidates IS ~ \$23.18 - \$29.87</b>
<b>Job Summary</b>	
Perform all human resource administrative duties for all disciplines in HR and Staff Services functions, including but not limited to the following: making and accepting phone calls; preparing, reviewing, and sending memos, emails, letters, reports, and travel arrangements; receiving visitors; handling scheduling, and other duties as assigned. Office management, attention to detail, ability to multi-task is required skills. Must be proficient with Office Suite skills. Maintain absolute confidentiality and sensitivity to documents, forms, correspondence, and conversations. Reports to HR Generalist.	
<b>Typical Duties and Responsibilities</b>	
Provide full administrative support for Human Resources and Staff Services. Assist in employment recruitment, onboarding, employee orientation, and benefits enrollment and instruction. Conduct employment interview scheduling, pre-screening, and securing required documentation and associated files. Prepare correspondence, memoranda, reports, surveys, and other documents by data entry, copying, scanning, distributing, and filing. Process payroll and related transactions for HR and Payroll. Assist, direct planning details of special events. Assist as needed to support the management of conference travel with hotel bookings and registrations. Produce/retrieve required documents for HR staff from ERP and HR systems. Serve as records coordinator for HR Department. Relieve receptionist duties, including mail, packaging preparation, and express mailings when required. Support internal and external inquiries and requests to the HR Department. Perform special projects and other related duties as assigned.	
<b>Knowledge, Skills, and Abilities</b>	
Possess working knowledge of HR disciplines, legal, regulatory and privacy issues and sensitive to the confidentiality of all HR matters. 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, wage & salary administration, and perform documentation and benefits planning, including other HR-related disciplines. Manage HR intranet pages including forms, policies, and procedures. Interface with employees at all levels and direct them to appropriate staff. Ability to multi-task, and effectively handle multiple events and needs including schedules, appointments, timetables, and due dates. Ability to design, compose and create documents, forms, and correspondence at all levels. 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, DocuSign, Publisher, and SharePoint, including records requirements. Demonstrated ability to manage the office, and office files both electronic and paper, and effectively manage time and duties in an organized and orderly manner. Capable of preparing registered and express mail documents for immediate or next-day delivery 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 verification, 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 the assigned vehicle safely. Communicate effectively in writing, orally, in person, by telephone, and by all electronic means. Present self, ideas, or presentations effectively to groups or individuals. Perform other duties as assigned.	
<b>Environmental conditions</b>	
Work is performed primarily indoors with occasional exposure to a normal office environment and storage/retrieval of materials. Ability to operate and make minor adjustments to office equipment. Must be capable of travel, including overnight travel, driving, to and from remote facilities or conferences.	
<b>Education, certification, and experience required</b>	
Degreed or High School diploma or equivalent experience in HR. Advanced Microsoft Office Suite skills and office management experience. Five years' as Administrative Assistant at an Executive, Senior Staff level. Valid Class "C" Texas Driver's License.	
<b>Physical requirements</b>	
Ability to focus on tasks at hand while performing various job functions. Ability to sit, stand, walk, crouch/stoop, squat, twist the 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.

**Summary and Timing**

**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 the expectations described herein does not constitute harassment in any form.**