

**Gulf Coast Trades Center
Job Announcement**

Position: Program Specialist I – Human Resources

Position(s) Available: 1 – (one)

Opening Date: January 21, 2019

Closing Date: Until filled

Salary: \$13.00 Hourly

Status: Non - Exempt

GENERAL DESCRIPTION:

Assistant to Human Resources Director in all matters relating to Center’s business. Promote smooth working relationships with all employees and adhere to accepted practices of confidentiality regarding the Center’s Human Resources matters. Performs a variety of general clerical tasks and requires knowledge of systems and procedures related to the Human Resources office.

REPORTS TO:

Human Resources Director

SUPERVISES:

None

QUALIFICATIONS:

- Minimum of high school diploma or GED
- Minimum of five (5) years clerical experience
- Minimum of two (2) years Human Resources experience preferred,
- Typing skills of 45 words per minute
- Working knowledge of Microsoft Office Suite programs
 - Must be proficient in Excel spreadsheets
 - Must be proficient in Microsoft mail merge
- Trained in office procedures, recordkeeping and general clerical skills
- Knowledge and practice of acceptable grammar and spelling
- Possess and exhibit acceptable verbal and oral communication skills
- Must possess a:
 - Friendly
 - Positive
 - Professional attitude
 - Get along well with the public as well as co-workers
- Must adhere to acceptable practices of confidentiality
- Must possess and demonstrate a professional appearance and demeanor
- Must pass pre-employment criminal history check
- Must pass a drug screen
- Travel as required
- Use of independent judgment
- Ability to handle a different number of tasks at one time
- Have general knowledge of entire campus
- Any other certifications required by Agency or law
- Organizational Skills

SPECIFIC DUTIES:

Must possess and demonstrate the ability to:

- Work independently with minimal supervision
- Update and maintain Centers Electronic Application System
- Prepare and conduct new hire orientation
- Prepare Orientation Manuals.
- Ensure all Center employee's remain current on required training
- Maintains Centers Electronic Training system
- Assist with the preparation and conduct staff in-service training to include tracking and reporting of employee attendance
- Maintain accurate filing system for the Human Resources department
- Assist as needed in preparing outgoing mail for delivery to post office
- Assist with switchboard
- Assist in answering departmental phone, filing, storing and retrieval of Human Resources documents
- Type and prepare reports, surveys, questionnaires as needed
- Must be familiar with employment laws
- Advise supervisor of current activities, events and/or situations pertaining to the Human Resources department.
- Serve as the PREA Coordinator
 - Ensures the agency remains in compliance with PREA laws and regulations
 - PREA training to all current staff
 - Assist in PREA allegations
 - Maintains all documentation pertaining to PREA
 - Assist with Audits and information request
- Exhibit willingness to assume other various duties as assigned.

Contact:

Human Resources

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