

Gulf Coast Trades Center
Job Announcement

Position: Human Resources Clerk/Receptionist

Position Available: 1

Opening Date: January 28, 2019

Closing Date: Open Until Filled

Salary: \$10.50 hourly (M-F 8:00 – 4:30)

Status: Non-exempt

GENERAL DESCRIPTION:

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 (1) years clerical experience
- Minimum of two (1) 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

SPECIFIC DUTIES:

Must possess and demonstrate the ability to:

- Conduct pre-employment employee reference checks prior to their employment
- Update Center's application for employment and distribute as necessary
- Schedule pre-employment drug screening & fingerprinting
- Schedule interviews for prospective employees in coordination with department managers
- Prepare interview schedule and ensure completion of interview questionnaires
- Operate and maintain the Center's main telephone switchboard
- Screen and direct both incoming and outgoing calls
- Accurately take and relay messages to the appropriate party
- Place outgoing calls upon request from Center's restricted lines
- Locate appropriate staff to include use of Center's radio
- Greet incoming visitors, ensure visitor's sign-in on the Center's log book, issue Visitor's Passes, tactfully determine nature of the visit, notify appropriate staff upon visitor's arrival
- Provide basic information regarding the Center to callers as well as visitors
- Provide the Center's technical manager with information pertaining to any problems or complications with the Center's phone system in a timely manner
- Receive and distribute incoming faxes

- Distribute incoming mail to appropriate departments
- Maintain and distribute updated, accurate phone lists
- Prepare timesheets for each payroll period and distribute to the appropriate department
- Order:
 - Janitorial supplies
 - Supplies for copiers
 - General office supplies for the Executive and Human Resources departments
- Prepare outgoing mail and deliver to the post office as needed
- Drop off overnight packages at designated locations
- Must maintain:
 - Punctuality
 - Good attendance
 - Professional and mature attitude
 - Appropriate dress to represent Center as the receptionist
- Exhibit willingness to assume other various duties as assigned.

Contact:

Human Resources

143 Forest Service Rd., #233

New Waverly, Texas 77358

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