



**22806 Northwest Lake Drive
Houston, Texas 77095
Tel: (713) 462-4181
Tel: (800) 447-4230
Fax: (832) 218-1104**

Position: Human Resources Administrator (AIV & GCM)

Reports to: Human Resources Manager

Objective: The Human Resources Administrator is responsible for performing HR related administrative duties on a professional level and works closely with the HR Team in supporting overall business objectives and strategic goals. The main administrative duties include maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases for both AIV & GCM. Our ideal candidate has experience with HR procedures and can juggle various administrative tasks in a timely manner.

Duties and Responsibilities

- Maintains company organization charts and the employee directory.
- Maintains compliance with federal and state regulations by updating labor law posters companywide.
- Assists HR Team with various projects and/or special corporate events (ex. Holiday Party)
- Performs customer service functions by answering employee requests and directing questions promptly and courteously to the appropriate senior staff.
- Participates in HR staff meetings.
- Orders HR related items such as employee handbook and benefits booklets
- Prepares new employee files and maintains them appropriately;
- Participate in conducting new-employee orientation and onboarding;
- File maintenance of all employees;
- Assist where necessary with benefits administration, including claims resolution, change reporting and communicating benefit information to employees
- Distribute necessary correspondence to employees initiated and/or approved by HR Management;
- Maintain records, reports and logs required by employment laws and regulations;
- Perform other related duties as required and assigned.

Supervisory Responsibility

- This position has no supervisory responsibilities.

Knowledge, Skills and Abilities

- Knowledge of principles and practices of the human resource department;
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.



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- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Able to maintain confidentiality
- Highly effective oral and written communication skills
- Able to stay motivated in achieving department's goals and objectives;
- Able to demonstrate flexible and efficient time management;
- Able to prioritize workload;
- Able to exercise effective judgment, sensitivity and creativity to changing needs and situations;
- Excellent interpersonal skills enabling one to establish and maintain healthy working relationships with people in course of work;
- Relevant computer software and hardware applications knowledge;

Education and Qualifications

- 4+ years' Human Resources Admin Capacity.
- Prior work experience in a small department and prefers to work in a small department.