



TITLE: HR/ Business Administrator
DEPARTMENT NA
POSITION TYPE: FULL TIME 40 HOURS PER WEEK
WORK DAYS/HOURS: Monday – Friday
LOCATION: 111 S. 2nd Street Conroe, TX 77301
REPORTS TO: President & CEO

SUMMARY:

The HR/ Business Administrator primarily assists the President & CEO with the day-to-day calendar, reports, paperwork, email, and other logistics, as well as being the point person for all Human Resource related activities. They will also assist the Vice Presidents with tasks as assigned, including handling expense reports, mileage tracking, data entry, and any other tasks or projects to offset their workload.

DUTIES AND RESPONSIBILITIES:

- 1) Managing the recruitment process, including preparing job reviewing/modify job descriptions, postings on different platforms for open positions, candidate screenings and maintain employee database.
- 2) Managing the onboarding and offboarding of employees.
- 3) Acting as a liaison between management and employees.
- 4) Addressing employee concerns, resolving conflicts and facilitating communication
- 5) Handle employee relations relating to policies, procedures, and benefits.
- 6) Implement HR policies and procedures.
- 7) Document employee grievances, absences, and performance issues.
- 8) Identify and meet training needs for all employees.
- 9) Set up all new employee training courses, including setting a time to work in each department.
- 10) Assist with maintaining insurance records for the organization.
- 11) Handle preparations for staff meetings and guest meetings.
- 12) Manage office supply needs.
- 13) Manage travel arrangements for leadership functions.
- 14) Handle banking deposits and checks and balances with VP Finance.
- 15) Manage utilities, company vendors, and payment requests, including driver gas cards.
- 16) Manage all vehicle registrations.
- 17) Assist with data entry from multiple departments.

- 18) Completes all other duties as assigned.
- 19) Required to be available to deliver meals with your personal vehicle, when necessary.

EMPLOYMENT STANDARDS:

- Requires associate degree in business administration or similar. Bachelor's degree preferred.
- Human Resources experience required.
- Ability to adhere to confidentiality policies.
- Excellent written and verbal communication skills.
- Requires high level organizational skills, accuracy and attention to detail
- Requires accuracy and attention to detail, ability to adhere to confidentiality policies, and good communication skills, with the ability to work positively with other employees, the Board of Directors, vendors, and/or government agencies.
- Must have practical working knowledge of basic accounting principles, QuickBooks or other Accounting Software, Excel, Word, and Outlook.
- Must be able to pass a background check including but not limited to Social Security Verification, Criminal History, Driving Record, Employment History, Military Background, Education Verification, and Reference Checks.

NOTE:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All job descriptions are subject to change.