

Heart of Texas Goodwill Industries, Inc.  
Job Description

**JOB TITLE: HUMAN RESOURCE ASSISTANT**

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EXEMPT (Y/N):	No	DOT CODE:	43-4161.00
SHIFT:	FT M-F 8:00AM – 4:30PM	DEPARTMENT:	Human Resources
LOCATION:	1700 S. New Road Waco, Texas	SUPERVISOR:	VP, Human Resources
APPROVED BY:	_____	DATE REVISED:	August 2016
		DATE APPROVED:	_____

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**SUMMARY:**

Category IV support member under direct supervision. The job involves a variety of personnel functions by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following, other duties may be assigned:

1. Meets with community service participants.
2. Schedules community participants on monthly community service calendar.
3. Takes phone calls concerning how to sign up for community service.
4. Keeps a log of completed community service hours.
5. Completes verification of completed hours for participants when hours are complete.
6. Reports hours worked by community service participants to appropriate organization each month or when needed.
7. Prepares monthly community service report for President/CEO.
8. Communicates with stores, Production, New Goods, and As-Is Lot of community service needs.
9. Makes copies of various HR materials such as new hire packets, personnel handbooks, benefit packets, training manuals, etc.
10. Files confidential information such as personnel files and accident and injury logs.
11. Helps with new hire orientations.

Employee Initials \_\_\_\_\_

12. Helps with faxing and/or mailing employment verifications.
13. Performs word processing and spreadsheet tasks as assigned.
14. Help cover receptionist duties as scheduled days.
15. Helps with t-shirt inventory.
16. Orders and picks up monthly morale food.
17. Assists with preparation of monthly morale events.
18. Maintains strictest confidential in all aspects of the work.
19. Assists CEO and COO with projects as needed.
20. Will provide relief for the receptionist at scheduled times and as needed.
21. Assists in other departments such as retail as needed.
22. Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

Employee supervises community service participants.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

All individuals must pass a drug screen. A criminal background check is required.

#### **EDUCATION and/or EXPERIENCE:**

High School diploma or equivalent required.

**Experience in any field related to tasks assigned will be preferred.** At a minimum an employee must possess the following skills:

- a. Computer skills (Microsoft Office and Windows programs)
- b. Office skills (faxing, copying)
- c. Communication skills (telephone and person to person)
- d. Organizational skills

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in units such as whole numbers and decimals.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee

- 1. Must be able use hands to handle or feel, and reach with hands and arms.
- 2. Must be able to regularly lift and carry 10 pounds and occasionally lift and carry up to 50 pounds.
- 3. The employee is frequently required to talk or hear.
- 4. Must be able to follow instructions.
- 5. Specific vision abilities required by this job include close vision (clear vision at 20 inches and less) and color vision (ability to identify and distinguish colors).

**WORK ENVIRONMENT:**

Heart of Texas Goodwill Industries, Inc.  
Job Description – HR Assistant

Approved by: \_\_\_\_\_

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to airborne particles (dust and lint).

The noise level in the work environment ranges from quiet to very noisy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee initials \_\_\_\_\_