



# Human Resources Assistant

**OUR MISSION...** *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

**Job Information**

**Job Type:** Full Time

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**Number of Vacancies:** 1

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**Unit:** Human Resources

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**Pay Grade:** SWD 14

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**Hiring Salary Range:** \$32,418.30 - \$42,000.00

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**Location:** Atlanta, GA

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**Opens:** August 26, 2013

**Closes:** September 6, 2013  
(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5660 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GBA will attempt to meet reasonable accommodation requests whenever possible.*

**INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**[Human Resources Assistant](#)**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

**Position Overview**

**Duties:** Under general supervision, performs complex administrative functions and serves as the initial point of contact and support for the Human Resources Department and specifically the Human Resources Director. Duties include scheduling and maintaining the Director's calendar, coordinating agendas and meetings, preparing correspondence and communication, facilitating special projects and other administrative functions for the department.

**Minimum Qualifications:** Bachelor's degree and one year of work related experience OR Four years of work related experience.

**Preferred Qualifications (Agency Specific):** Preference will be given to applicants who in addition to meeting the minimum qualifications possess one or more of the following:

- o Two years' of experience working in a Human Resources Office for a state of Georgia agency
- o PeopleSoft HCM experience

**Competencies:** Exceptional customer service and organizational skills; highly professional disposition; must be able to communicate effectively and professionally with internal and external contacts; must have the ability to initiate, compose and accurately type correspondence and administrative documents; must be able to maintain the highest level of confidentiality and handle sensitive material; must have the ability to handle multiple tasks simultaneously and meet deadlines. Must be a team player with initiative and flexibility. Must be proficient in the use of Microsoft Office.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**



**GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.**