GEORGIA BUILDING AUTHORITY

CAREER OPPORTUNITY

# Associate Human Resources Generalist

## *(Human Resources)*

***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

**Number of Vacancies:** 1

**Pay Grade:** FIC 15

**Hiring Salary Range:** $35,000.00 – $40,000.00

**Location:** Atlanta, GA

**Opens**: May 2, 2018

**Closes**: May 8, 2018

**(Must be received by 5 p.m.)**

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

404-463-5658 or e-mail

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

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

**Associate Human Resources Generalist**

**Website:** www.gba.ga.gov

## Position Overview

**Duties:** Under direct supervision, provides Human Resources (HR) assistance for the Georgia Building Authority, Georgia State Financing & Investment Commission and State Properties Commission. Assists with multiple human resources functions, including, but not limited to, transactions, recruitment, orientation, benefits, FMLA, leave/timekeeping, HR/Payroll actions, filing, and other duties as assigned and required.

**Minimum Qualifications (Agency Specific):**

Completion of an Associate's degree and one (1) year of Human Resources experience

OR

Three (3) years of Human Resources experience

**Preferred Qualifications:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- Bachelor's degree
- PeopleSoft experience

**Competencies:**

Experience in Human Resources. Strong oral, written, and listening communication skills. Ability to provide effective assistance to departmental team members and internal and external customers. Ability to utilize critical thinking skills and take the initiative to learn new skills. Must maintain confidentiality. Ability to complete assignments in a timely manner utilizing strong organizational skills. Ability to work with a diverse workforce. Must possess strong interpersonal skills, discretion, and the ability to work independently, as well as, in a team environment. Knowledge of the Microsoft Office Suite.

**Working Conditions:** The work is performed in an office environment.

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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.**

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