



Job Description

TITLE: Human Resources Clerk

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Manager

FLSA STATUS: Non-Exempt

PRIMARY FUNCTION:

Reporting to the Human Resources Manager, this position is responsible for supporting the day-to-day activities of our Human Resources department of the Boys and Girls Clubs of Lanier.

ESSENTIAL RESPONSIBILITIES:

- Perform clerical duties including, typing, filing, and completion of simple forms
- Operate office machines including copiers, scanners, personal computers, and other standard office equipment
- Maintains Excel workbooks and worksheets to record and maintain recordkeeping as required by federal and state safety and workplace compliance standards and mandates
- Maintains filing systems either manually or electronically
- Maintains confidential medical and other personal personnel information
- Follows established COVID-19 protocols
- Assist with the recruiting process
- Performs other related duties as assigned

QUALIFICATIONS:

- High School Diploma or GED
- Experience in clerical recordkeeping in a confidential environment
- Able to work independently and with limited supervision
- Excellent interpersonal skills
- Must be a team player, a self-starter, and possess ability to juggle multiple tasks simultaneously



BOYS & GIRLS CLUBS
OF LANIER

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Experience:

One year of clerical experience in a Human Resources Department.

PHYSICAL REQUIREMENTS /WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching and bending, moving and standing

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.