



JOB DESCRIPTION

Job Title: Human Resources Clerk
Location: Houston, TX
Status: Non-Exempt
Schedule: Monday thru Friday, 8:00am-5:00pm
Department: First Financial Capital Corporation

General Job Duties:

Under supervision of the Manager of Human Resources, the HR Clerk will support the HR team, other departments and perform administrative support. The position will serve as receptionist for the office, answer the main phone line and direct calls to appropriate departments, process incoming and outgoing mail, distribute mail to departments, meter outgoing mail and travel to and from the post office. The position will help with company parties and events, including planning, setup and cleanup. This role will operate a company van during work hours traveling to stores, restaurants, banks and the post office to complete job assignments and procure food and supplies for company events. The job will be based out of our corporate office which is located in the Greenspoint area of Houston, TX.

Qualifications:

- High School Diploma or GED required
- 2 years of customer service
- 2 or more years of administrative assistant experience
- Experience working with mail or mailroom, HR and payroll a plus
- Excellent PC skills, knowledge of MS Word, MS Excel, Powerpoint and Outlook
- Must be able to multi-task and prioritize assignments

Preferred Qualifications:

- Knowledge of insurance or employee benefits industry highly preferred