

Human Resources Technician (Human Resources)

OUR MISSION...*Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information
Job Type: Full-Time
Number of Vacancies: 1
Hiring Salary Range: \$35,000.00 – \$40,000.00 Salary Commensurate with Experience
Location: Atlanta, GA
Opens: October 26, 2020
Closes: November 6, 2020 (Resumes must be received by 5:00 pm)

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

spohr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to spohr-email@spo.ga.gov with the following in the subject line of your email:

Human Resources Technician



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Position Overview

Position Description: Under general supervision, the Human Resources Technician (HRT) is responsible for Human Resources tasks and activities impacting employee compensation, benefits, timekeeping, and leave balances for the Georgia Building Authority (GBA), the Georgia State Financing and Investment Commission (GSFIC), and the State Properties Commission (SPC). Performs a variety of specialized functions and ensures timely administration, reconciliation, and compliance of all Human Resources (HR) functions. The HRT also performs other job related duties as assigned.

Minimum Qualifications: High school diploma or GED **AND** One (1) year of experience performing HR related functions;

OR

High school diploma or GED **AND** One (1) year of post-secondary education at an accredited college or university.

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one (1) or more of the following:

- Payroll experience with the State of Georgia
- Experience with the State of Georgia PeopleSoft/Team Works or Kronos

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The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gsfic.ga.gov for additional GSFIC career opportunities.