

# WASHINGTON COUNTY NB & PW CLUB, INC.

## JOB ANNOUNCEMENT

**POSITION:** Human Resources/Facilities Officer

### **HUMAN RESOURCES:**

An exciting opportunity for a Human Resource Officer to join our dedicated and professional team.

### **RESPONSIBILITIES:**

Responsible for managing the general Human Resources functions, including but not limited to recruiting, file management, benefits, reporting, payroll, orientation and employee relations. Provide HR support and guidance to leadership. Apply and maintain compliance with policies and procedures. Recruiting & Onboarding, Create job posting, facilitate interviewing of candidates, and participate in job fairs and interviewing coordination.

Assures the qualifications and competency of staff by maintaining employee records to include education verification, training certification, and annual evaluations, Coordinate pre-employment screening and hiring process to ensure that requirements are met.

### **FACILITIES OFFICER:**

#### **RESPONSIBILITIES:**

In conjunction with Center Supervisors, ensures that all facilities are in good Repair, and are in compliance with Head Start Performance Standards and other appropriate regulations. Identifies and negotiated contractual agreements with vendors when repairs are needed. Reviews and reports all accidents and takes immediate and necessary action According to Policies and Procedures.

Attends and participates in training sessions in other professional development Activities to enhance capabilities to improve the program.

### **QUALIFICATIONS:**

Bachelor's Degree in HR, Business or other related area is preferred and or a combination of certifications (PHR) education and experience that meets the requirements of the position.

Minimum two years Human Resources experience, with emphasis in specialty area of recruitment, hiring and training. Solid knowledge of Federal and State labor laws.

Advanced computer skills, experience with Microsoft Office, specifically Access Database, E-mail and internet, with knowledge of desktop publishing skills highly desired.

Excellent written and verbal communication skills.

Training and experience in the area of Health & Safety for children and staff in a Pre-School setting is preferred.

### **Mail resume to:**

Washington Co. NB & PW Club, Inc.  
**ATTN: HR**  
P. O. Box 896  
Sandersville, GA 31082  
E-Mail to: [m.ayers@nbpw.org](mailto:m.ayers@nbpw.org)

**SUBMISSION DEADLINE 12:00PM, May 30, 2022**

**Washington County NB & PW Club, Inc. is an Equal Opportunity Employer**