

Great Smoky Mountains Railroad Job Posting



Are you looking to launch, or take the next step, in a railroad career with a premier adventure/heritage tourism company that focuses creating memories that will last a lifetime for its guests? Don't delay in finding out more about this position Great Smoky Mountains Railroad. This is an exceptional opportunity to grow your career with GSMR, an [American Heritage Railways](#) company.

After reviewing the job description below if this is a position that you would like to interview for please email your completed application and/or resume with a separate cover letter Word or PDF document specifically addressing why you could be our candidate of choice for this position to HR@gsmr.com. Posting will be open until filled. EOE.

Job Description

Division/Department: Human Resources

Job Title: Administrative Assistant

Reports To: Human Resources Generalist

Type of position: Non-Exempt / Hourly

Employee Classification: Core

Location: Bryson City

Compensation: \$11/hr DOE, company benefits available

Job Summary:

The Administrative Assistant will work to support human resources recruitment efforts and general office duties. This is a versatile position handling a multitude of responsibilities and tasks and will be expected to ensure efficient handling of day-to-day administrative tasks for the human resources department as well as general management.

Essential Duties and Responsibilities:

- Collaborate with the HR Generalist to post job ads and process incoming resumes.
- Work with HR Generalist to conduct telephone pre-screens of applicants for recruitment.
- Assist with recruitment tasks as needed - job descriptions, review applications, interviews, conduct references, new hire paperwork.
- Accurately produce and process all employment related paperwork.
- Manage and complete pre-employment (criminal background checks, MVRs, WorkSTEPS testing, drug testing) and hiring process.
- Schedule, monitor and document pre-employment drug testing and conduct previous employer checks for all new hires.
- Review new hire paperwork for completeness: I-9, W-4, NC-4, personal/emergency contact info, and direct deposit.
- Order and maintain uniform and nametag inventory according to budget including coordinating embroidery and screen printing when needed.
- Assist the office staff in putting together mailings, letters or similar packages as well as conducting general office work, copying, organizing, and printing.
- Coordinate open enrollment for all full-time and Core staff.
- Assist in planning employee meetings and annual employee dinner.
- Accomplish any special projects requested by Human Resources Generalist, General Manager and/or GSMR senior management.
- Other duties as requested by Human Resources Generalist, General Manager and/or GSMR senior mgmt.

Education, Skill and Work Experience Requirements:

- Must possess an optimistic, outgoing, internally motivated, and hardworking attitude.
- Previous work experience as an Administrative Assistant.

- Previous recruitment and job posting experience preferred.
- Must have basic business skills including a proficiency in Microsoft Office including Word, Excel, Outlook and Power Point.
- Must be able to work as a team member in a dynamic environment.
- Valid Driver License.

Work Environment:

- Varied schedule throughout the year dictated by departmental needs.
- Works primarily in an office setting.