

## GREAT SMOKY MOUNTAINS RAILROAD

**Division / Department:** Human Resources

**Job Title:** Administrative Assistant

**Reports to:** Human Resources Manager

**Type of Position:** Seasonal

### **General Description:**

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.

### **Duties and Responsibilities:**

- Collaborate with the HR Manager to post job ads and process incoming resumes.
- Work with HR Manager 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.
- Employee uniforms and nametags - order and maintain uniform inventory according to budget.
- Assist the office staff in putting together mailings, letters or similar packages as well as conducting general office work, copying, organizing, and printing.
- Work with the marketing department to plan, advertise, order materials, decorate, organize and work special events from beginning to end.
- 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 Manager, General Manager and/or GSMR senior management.
- Other duties as requested by Human Resources Manager, General Manager and/or GSMR senior mgmt.

### **Work Experience Requirements:**

- Proven work experience as an Administrative Assistant.
- Previous recruitment experience preferred.
- Must have basic business skills including a proficiency in Microsoft Office including Word, Excel, Outlook and Power Point.
- Must possess an optimistic, outgoing and hardworking attitude.
- Must be able to work as a team member in a dynamic environment.

### **Education and Other Requirements:**

- Possess a high school diploma or equivalent. College degree preferred.
- Must have a valid driver's license.

- Ability to exhibit a high level of confidentiality.
- Must be able to work a flexible schedule with night, weekend and holiday hours.

This is a job description, not intended to be specific. We work as a team at GSMR and you may be asked to do additional tasks.