HUMAN RESOURCES ASSISTANT

PORT CORPUS CHRISTI®
HUMAN RESOURCES ASSISTANT

This position under the general supervision of the Human Resources Director assists in all facets of Human Resources including, but not limited to, talent management, benefits administration, wellness tracking and preparation of related documents and reports to support department initiatives.

ESSENTIAL FUNCTIONS

- Provides administrative and general support to Human Resources in a professional and confidential manner
- Adheres to Port policies and interprets Port policies and procedures to personnel
- Provides assistance to personnel, applicants, and associated vendors on HR related matters
- Completes external/internal posting of job vacancies; generates and maintains all documentation relating to open positions within the Port; coordinates position openings between Port management, and others; works closely with hiring managers and HR staff throughout the hiring process
- Conducts reference and background checks and assists with employment verifications
- Assists in recording and maintaining employee information such as personal data, compensation, benefits, performance evaluations and termination data
- Creates and maintains personnel files
- Participates as the Human Resources liaison for the Wellness Committee
- Records and maintains employee/spouse point system for the Wellness Program
- Prepares monthly and quarterly wellness reports for Payroll purposes
- Prepares job posting reconciliation and submits to accounting department
- Administers various Human Resources programs such as blood drives, flu shots and health screenings
- Enters requisitions and purchases orders for the HR department using the AS400 system
- Prepares monthly invoices and vouchers for the Accounting department
- Orders office supplies, among other items, as necessary for the HR department
- Establishes necessary office files, types and proofreads reports, letters and other materials and researches information on the internet for special projects
- Keeps department informed regarding special assignments
- Assists with special projects related to human resources administration
- Arranges meetings and attends related meetings when necessary
- Assists with records retention initiatives for the department
- Serves as the point of contact for employees to provide passes to local venues as part of the benefits plan
- Performs related duties as assigned
- CPR certified or ability to become CPR certified within the first year of employment
- Tier 3 status designation
CANDIDATE PROFILE
The preferred candidate for this position should be an organized, thorough, and disciplined individual with a focus on maintaining optimal integrity in support of human resources initiatives. The successful candidate must be professional, dynamic, energetic, and a self-starter with ability to maintain confidentiality, tact, and diplomacy with solid interpersonal, collaboration, and problem-solving skills. They must possess the following:

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<tr>
<th>EDUCATION AND CREDENTIALS</th>
<th>EXPERIENCE</th>
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<td>• High school diploma or GED equivalent</td>
<td>• Minimum of two years of experience in the type of duties outlined above or acceptable equivalent experience</td>
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<td>• Valid driver’s license</td>
<td>• Previous experience with an applicant tracking system, preferred</td>
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<td>• Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment</td>
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<th>TECHNICAL SKILLS</th>
<th>JOB KNOWLEDGE</th>
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<td>• Proficiency of the English language</td>
<td>• Ability to maintain confidentiality, utilize mature judgment, be courteous and work efficiently, set and adjust priorities. Must learn PCCA and human resource functions</td>
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<td>• Effective business communication skills utilizing correct English including spelling, grammar and punctuation</td>
<td>• Ability to meet and deal with the public in a professional manner</td>
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<td>• Bilingual in Spanish preferred</td>
<td>• Communicate effectively with staff at all levels verbally and in writing</td>
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<td>• Organizational and time management skills, with attention to detail and creativity in fulfilling job responsibilities</td>
<td>• Ability to prepare clear, concise reports, notes, correspondence and other written material and to review, revise and edit materials</td>
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<td>• Ability to handle multiple tasks from inception to completion, handle heavy workload and work under deadlines</td>
<td>• Knowledge of administrative office procedures and skills</td>
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<td>• Ability to perform research, evaluate alternatives and provide recommendations</td>
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<td>• Ability to represent the port effectively and work professionally with PCCA management and staff</td>
<td>• Ability to perform essential job functions, including but not limited to, regularly sitting, standing, speaking, hearing, reading, using hand to finger movements; frequently walking, reaching and stopping; occasionally kneeling and lifting and/or moving up to 20 pounds, with or without reasonable accommodation</td>
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<tr>
<td>• Proficiency in MS Office, including Word, Excel, PowerPoint, Outlook, graphic computer programs, and other related applications</td>
<td>• Ability to work in general office environment, with standard office equipment</td>
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<td>• Ability to understand, interpret and apply PCCA policies, SEAPORT values, and state/federal employment laws</td>
<td>• Ability to operate light-weight highway vehicles</td>
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ESSENTIAL PHYSICAL JOB FUNCTIONS
• Ability to perform essential job functions, including but not limited to, regularly sitting, standing, speaking, hearing, reading, using hand to finger movements; frequently walking, reaching and stopping; occasionally kneeling and lifting and/or moving up to 20 pounds, with or without reasonable accommodation
COMPENSATION & BENEFITS:
Our employees enjoy a fabulous benefits package including:

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<th>Competitive salary paid bi-weekly</th>
<th>Tuition reimbursement</th>
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<td>Texas County &amp; District Retirement System (TCDRS) retirement system</td>
<td>Passes to local venues, such as the Texas State Aquarium, Art Museum of South Texas, and the USS Lexington Museum</td>
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<td>457 deferred compensation plans</td>
<td>Paid leave (vacation/sick/bereavement)</td>
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<td>Flexible Spending Account</td>
<td>Eleven paid holidays</td>
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<td>Low-cost, high quality benefit package including health, dental &amp; vision plan</td>
<td>Volunteer Time Off, Wellness Program &amp; Health Club benefit</td>
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Salary commensurate with experience.

APPLICATION PROCESS
Interested and qualified candidates must apply online at www.portofcc.com on or before March 22nd, 2019, 11:59 PM CST.

If you are selected for a position with PCCA, your employment will be contingent upon submission to and successful completion of a drug test and alcohol screening as well as a verification of information and qualifications provided during the selection process.

As part of our dedication to the diversity of our workforce, PCCA is committed to Equal Employment Opportunity. Applicants will receive consideration for employment without regard for race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, sexual orientation, gender identity, genetic information or any other protected group status.
## About Port Corpus Christi

### Mission

Leverage commerce to drive prosperity

### Vision

To be the energy Port of the Americas

### Who We Are

- >100 million revenue tons in 2017 (4th in nation)
- >85,000 Port related jobs with 200 + Employees
- >$335 Million State and Local Tax Revenue
- Over 25,000 acres under management
- Public Corporation and Texas Political Subdivision
- 10-Year $1 Billion Capital Investment Project

### In the Last Decade

- Significant Diversification of Cargo & Customers
- Operating Revenues of Nearly $100 Million
- Total Assets in Excess of $700 Million
- Capital Expenditures in Port Infrastructure exceed $100 Million annually
- Environmental Investments > $25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship.

PCCA’s Engineering Services Department is responsible for execution on over $700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force.

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.

Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.

www.portofcc.com