



CAREER OPPORTUNITY

DATE: August 8th, 2019

POSITION: Human Resources Assistant

LOCATION: Lubbock, Texas

SALARY: Negotiable, depending upon experience

**AgTexas, at its sole discretion, may offer this position with a different title based upon the qualifications of the candidate.*

COMPANY PROFILE:

AgTexas Farm Credit Services serves approximately 2,500 borrowers in a 43 county trade territory. The Association has an average volume of approximately \$1.9 billion. The loan portfolio consists of cotton, peanuts, livestock, dairy, feed grains, real estate and ag-related business loans. The Association territory provides diversity in production and mortgage loans as well as commodities financed.

MINIMUM EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

Bachelor's Degree in Business, Human Resource Management Agriculture or a related field preferred but not required. Two (2) or more years of experience in Human Resources or a related field. Strong customer relationship skills and commitment to outstanding customer service. Works under moderate supervision. Excellent oral and written communication skills; must be well organized and proficient with standard office equipment and Microsoft Office.

JOB PURPOSE AND SCOPE:

- Provides support for the Human Resources function of the Association by assisting in recurring payroll, fleet related tasks, and general administrative duties
- Completes and provides payroll documents to Farm Credit Bank of Texas staff, and verifies reconciliation for completeness and accuracy in compliance with SOX standards
- Assists the Association and hiring managers in welcoming new employees
- Maintains training records for association employees.
- Responsible for maintaining personnel and other human resources files in accordance with retention practices
- Updates and maintains various employee directories including the Association's organizational chart
- Responsible for administrative support for association auto fleet including handling of vehicle orders, sales, records management, and auto claim administration

WORKING RELATIONSHIPS:

Frequent interaction with Association staff, Farm Credit Bank of Texas employees, and fleet management contacts. Occasional interaction with AgTexas Sr. Management and Board of Directors. Occasional interaction with area professionals and others who deal with the Association in the normal course of business.

Maggie Savage, HR Generalist

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EOE/M/F/D/V