



Job Title:	Document Control & HR Specialist	Job Category:	Manager
Location:	Lawton, OK	Travel Required:	Yes
Level/Salary Range:	Negotiable	Position Type:	Full-Time
Date Posted:	06/1/2023	Posting Expires	06/6/2023

Applications Sent To:

EMAIL:
info@thefista.com

Job Description

ROLE AND RESPONSIBILITIES

The Document Control & HR Specialist will be responsible for overseeing all operations from an HR and Security Document control standpoint. Provide friendly and professional contact for FISTA and FISTA tenants to the general public, trustees, etc. This role will work closely with the Executive Director and/or President & CEO to ensure smooth operations. The Document Control & HR Specialist will be responsible for onboarding new employees, ensuring that staff training is up to date, and any and all other duties as necessary. The role will also be responsible for developing and managing relationships with staff, vendors, key vendors, and clients. The ideal candidate will have a minimum of 2 years of experience in a similar role, HR background, with a proven track record of developing and executing at a high level in a very fast paced and demanding environment.

JOB DUTIES

- Develop and oversee operational processes and procedures to ensure they are aligned with the company’s policy and procedure and security policies.
- Track and maintain PTO and sick leave for staff
- Manages all HR functions for the organization
- Takes action quickly to meet visitor needs and concerns.
- Manages role in a professional manner to promote the highest level possible of service.
- Maintains documents from a security standard according to policy & procedure
- Direct visitors to appropriate staff and/or resources.
- Assists in maintaining the Security plan is up to date and followed.
- Ensure compliance with all relevant laws, regulations, and standards.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma, experience in providing quality customer service and accurate documentation.
- 2+ years’ experience in an operations management role
- Proven track record of developing and implementing new initiatives.
- Excellent leadership, communication, and interpersonal skills
- Strong analytical and problem-solving ability
- Highly organized and excellent time-management skills.

PREFERRED SKILLS

- Experience with municipalities and Open Meetings Act
- HR specialist skills