



Job Listings @ Area Businesses For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Human Resources Clerk

Company:	B-H Transfer	
Contact:	Vicki Brantley	
Job Location:	Sandersville, Ga	
Posting Date:	08/19/2026	
Closing Date:	Until filled	
Phone/Email:	vbrantley@b-htransfer.com	
Service/Product		
Hours/Week:	Full Time	Shift:
		Benefits:
Travel Necessary:		Relocation:

To Apply:

Applicant can submit resume or email Vicki Brantley. For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Essential Duties:

- Implement and manage daily clerical plans in accordance with daily needs while maintaining required compliance and efficiency
- Perform required new employee and Independent Contractor background checks
- Complete previous employee/driver history requests
- Assist with scheduling all required medical exams and drug tests
- Maintain files



- Onboarding and Orientation: Guide selected candidates through the onboarding process, ensuring they meet all required qualifications. Update and enhance Orientation process.
- Assist with benefit administration
- Assist with preparation of company handbooks, ICOAs or any other necessary documents
- Assist co-workers as needed while ensuring your job duties are maintained
- HR Clerk must comply with all company policies and procedures

Qualifications:

- High School education or GED equivalent
 - Knowledge of labor and personnel laws or willingness to learn
 - Excellent verbal and written communication skills
 - Excellent computer skills
 - Ability to build a team environment and use participatory decision-making
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- This position does not require a great amount of physical effort. This position requires considerable concentration. It is subject to a changing environment, diversity in the organization, tight deadlines and workload. Management reserves the right to add to or delete from this job description.