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JOB DESCRIPTION - HUMAN RESOURCES ASSISTANT

DEPARTMENT: Human Resources

JOB TITLE: Human Resources Assistant

REPORTS TO: Human Resource Manager

PURPOSE: The purpose of this job is to compile, calculate and enter data for the accurate and timely generation of the hourly payroll and personnel data in accordance with Company policy and procedures.

JOB DUTIES:

- Execution of accurate and timely hourly payroll.
- Maintain and compute casual time, vacation, attendance, disability, upgrades and miscellaneous payroll deduction information in an accurate and timely manner.
- Prepare and maintain all personnel information on the human resource information system.
- Format and generate reports using different software programs; examples: EEO information, attendance and disciplinary actions.
- Participate as the human resource representative in interviewing applicants and unemployment hearings.
- Maintain confidential and effective communication with employees in accordance with Company policy and government regulations.
- Counsel hourly employees and direct them to appropriate resources.
- Administer/maintain personnel policies including, but not limited to, assuring the confidentiality of employee records.
- Assist in the development and implementation of the job bid policy and hiring policy for hourly employees. This responsibility includes interviews, compilation of scores, informing employees selected and dealing with employee concerns of those not selected.
- Type and submit reports to workers' compensation carrier.
- Assist production manager with miscellaneous human resource clerical functions.
- As directed, serve on designated committees.

JOB REQUIREMENTS:

1. Knowledge and/or ability to learn advanced technical skills in accounting and computer software, including, but not limited to Microsoft Word, Excel, Lotus, etc.
2. Knowledge and/or ability to learn and administer Company policies and government regulations related to employment practices.
3. Strong interpersonal skills.
4. Knowledge and ability to use general office equipment associated with accounting and clerical functions.
5. Effective work organizational skills.
6. Basic math skills to calculate simple to moderate factors as required by assigned task(s).
7. Ability to be an effective team member; communicate and cooperate with other personnel.
8. Ability to remain calm and professional during peak periods of activity; manage multiple tasks simultaneously.
9. Ability to maintain confidential information in accordance with Company policy.
10. Ability to work without supervision and complete assigned tasks accurately and in a timely manner.
11. Ability to work daily and overtime as required.
12. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season),

| | | | | |
|--|------------|---|-------------|----------------------|
| Key: | Occasional | = | 0% to 33% | N/A = Not Applicable |
| | Frequent | = | 34% to 66% | |
| | Continuous | = | 67% to 100% | |
| Standing | | | | Occasional |
| Sitting | | | | Continuous |
| Walking | | | | Occasional |
| Bending/Kneeling/Crouching/Stooping | | | | Occasional |
| Reaching Above Shoulder | | | | Occasional |
| Climbing (stairs, ladders, etc.) | | | | Occasional |
| Working on Heights: | | | | |
| Unprotected Heights | | | | N/A |
| Protected Heights | | | | N/A |
| Lifting Weights from 0 to 25 Pounds | | | | Occasional |
| Push/Pull/Maneuver Equipment/Products/Materials | | | | Occasional |
| Weighing from 0 to 25 Pounds | | | | |
| Being Around and/or Operating Moving Machinery/Equipment | | | | Occasional |
| Operating a Vehicle (as a part of your job) | | | | Occasional |
| Read/Monitor Gauges on Various Equipment/Machinery | | | | N/A |
| Hand Movements: | | | | |
| Recording Data | | | | Continuous |
| Operating Office Equipment | | | | Continuous |
| Operating Computer | | | | Continuous |
| Simple Grasping (right and left) | | | | Frequent |
| Firm Grasping (right and left) | | | | Occasional |
| Fine Manipulating (right and left) | | | | Occasional |
| Foot Movements to Operate Foot Controls | | | | Occasional |
| Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties | | | | YES |
| Color Definition Required: | | | | YES |
| Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties | | | | YES |
| Mobility: Ability to be mobile throughout required work areas. | | | | |
| Office | | | | Continuous |
| Multiple Locations | | | | N/A |
| Plant | | | | N/A |
| Equipment/Maintenance or Repair Area | | | | Occasional |
| Rough Terrain | | | | N/A |
| Other | | | | N/A |

BASIC PHYSICAL REQUIREMENTS:

This job requires the physical ability to sustain working in a general office environment; occasional extended periods working on the computer, telephone, recording data and operating office equipment. General movement throughout the office

BASIC MENTAL REQUIREMENTS:

The mental abilities required for this job include creating, analyzing and using a variety of information/computer data, analyzing personnel problems and developing alternative solutions as needed, understanding Company policy and government regulations related to employment practices, reading, and communicating with all staff levels under favorable and unfavorable conditions.

WORKING CONDITIONS AND EXPOSURES:

General office conditions exist. Occasional visits to the plant.

TRAINING:

Employee handbook and on-the-job training provided

Safety:

Right to Know
Emergency Procedures

JOB QUALIFICATIONS:

Education: High School/GED
Post High School Accounting and Clerical training, helpful
Computer Courses

Experience Stable Work History
General Human Resources, helpful
General Office experience
Computer Software experience

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGMENT

Job Title: Human Resources Assistant

- YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature