

HUMAN RESOURCES ASSISTANT

Employment Requirements:

Education: High school diploma

Experience: Administrative experience and will train in job specific requirements

Knowledge: Company practices and procedures
Departmental production requirements
Ability to function in and learn human resources/corporate procedures
Basic knowledge of human resources (will train if needed)
Timekeeping experience (will train on current timekeeping system)

Skills: Basic computer skills
Switchboard experience (will train)
Attention to detail
Personnel test score of 16 or above

Hours: 7:30 to 4:30 Monday thru Friday (Schedule may vary depending on need)
Overtime (Occasionally as department needs require)
Candidate will work year round
Presence at a physical RFE workplace is essential

Environmental Considerations: Work is performed in an office setting with normal temperature and environmental variations.

Physical Requirements: Standing, walking and/or sitting all day. Schedule may include periods of stress and candidate must be able to handle responsibilities with minimal supervision. Employee must be able to make sound business decisions. Above average attendance is expected. Employee must possess the ability to handle moderate to heavy workload.

General Job Description:

Under general supervision the employee performs duties that facilitate the operation of the human resources department on a day to day basis. In addition, employee must be able to function competently in an office environment in various areas and work as a member of the team. Good attention to detail and sense of urgency required. Must be self motivated and organized with excellent follow up skills. Employee will be involved in record keeping, time and attendance and switchboard operation. Discretion concerning employee records is mandatory. Must be confident and effective in interaction with all levels of employees and will assist employees with questions concerning benefits and human resource policy issues. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Human Resources Assistant will follow any other instructions and perform any other related duties as may be required by their supervisor. Presence at a physical RFE workplace is essential.

Internal applications available through Human Resources Department.