

## **Human Resources Assistant II Job Description**

### **Summary:**

Provide support to the Human Resources Department for special projects.

### **Essential Duties:**

Greet all visitors, vendors and applicants courteously and promptly.

Check-in visitors by assigning visitor badges.

Assist with scheduling and coordinating interviews, administer and grade tests of applicants.

Answer in-coming phone calls via multi-line switchboard system.

Enter Time Off Requests into spreadsheet for payroll.

Train on and remain current on all documents required in the training matrix.

Provide clerical and administrative support for the Human Resources Department.

Maintain company safety bingo program.

Assemble, send and track employee annual reviews.

Track employee milestone anniversaries for awards.

Back up key custodian.

Assist with Company activities such as Quarterly Breakfasts, Picnics, BBQ's, etc.

Regular, reliable and predictable attendance.

Other related duties, as assigned.

### **Equipment Used:**

General Office Equipment

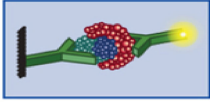
Company Vehicle

### **Job Specifications:**

High school diploma or GED required. Must possess excellent communication, interpersonal and phone skills. Must be able to interact with employees at all levels within the organization. Must be computer literate. Have the ability to work in both Word processing and Excel spreadsheets with accuracy. Must be detail oriented. Valid driver's license, current proof of insurance and clean driving record.

### **Working Conditions; Physical & Mental Demands:**

Busy office environment with a moderate stress level.



**Supervision of Others:**

None

**Monetary Responsibilities:**

None