



JOB DESCRIPTION

Name: **Effective Date:** September 1, 2013
Position: Human Resources Administrator **Company:** PBUC
Reports To: Vice President Human Resources **Department:** Human Resources
Standby Replacement: HR Generalist **Date Revised:** June 3, 2020

Summary of Function:

Performs a variety of human resources functions and administrative duties as directed by the Vice President Human Resources. Answers questions relative to policies and benefits. Actively involved in: recruiting, new hire orientation and paperwork processing, benefit renewal meetings, and event planning.

Major Duties and Responsibilities:

- Contacts colleges and other career centers to arrange on campus interviews and attends job fairs.
- Follows the recruiting process according to the company's current procedures and hiring practices.
- Corresponds with job applicants to notify them of employment consideration.
- Completes all new hire paperwork and files and maintains employment records for future reference.
- Maintains applicant data base; tracks and records applicant pool for government reporting.
- Conducts new hire orientation to foster a positive attitude with the Company.
- Assist with the planning and coordination of employee events.
- Communicates open enrollment benefit meetings and assists with paperwork processing.
- Available to answer employee questions related to benefits.
- Responsible for hourly employee attendance tracking and attendance record maintenance including preparing disciplinary warnings
- Other miscellaneous responsibilities in regards to human resources as assigned.

Organizational Relationships:

Works closely with supervisors concerning recruitment and coordinating interviews.

Educational Requirements:

College degree with a focus in human resources, business, education, or similar field or relevant years of experience in employee relations.

Physical Requirements:

See Form HR-501

Experience Requirements:

4-6 years human resources experience in a manufacturing environment.

Experience with benefits highly desirable.

Required Training:

- IATF 16949 overview
- ISO 14001 overview
- Safety and Health training as applicable