**Position: Human Resources Administrator**

**Overview**

Provide clerical and administrative support for the human resources department.

* Process updates in the payroll system
* Track employee eligibility for benefits and performance review dates
* Assist with open enrollment periods
* Update medical and dental carrier websites with employee changes
* Serve as liaison between the company and staffing firms on open shop positions
* Handle on-boarding paperwork; may assist with safety training for new associates
* Help with safety audits
* Assist with employee events
* Perform other assignments as needed

**Requirements**

* Ability to maintain confidentiality is critical
* Strong communication skills, both verbal and written
* Detail-oriented
* Ability to prioritize tasks
* Proficiency in Microsoft Office or Google Docs
* Previous experience in human resources highly desirable

We offer a casual work environment plus a comprehensive benefits package, including matching 401(k), company-paid life insurance, medical, prescription drugs, dental, paid time off, holiday pay, employee recognition, training and development and employee engagement activities.