

SunFoods, LLC

Job Description

Job Title: Human Resources Assistant
Reports To: Human Resources and Safety Manager
FLSA Status: Non-Exempt
Prepared By: Jacqueline Bryant
Prepared Date: February 12,2019

Summary: Responsible for providing administrative and clerical support to the human resources department of SunFoods, LLC.

Provides support in functional areas of human resource department, which may include recruitment and employment, personnel records, employee relations, job evaluation, compensation management, benefits administration, organization development and training. Relieves Manager of minor administrative and business detail.

Essential Duties and Responsibilities: (Other duties may be added)

- Data entry using applications such as Excel, Publisher, PowerPoint
- Research and compile special reports.
- Type memos, set up spreadsheets and develop presentations.
- Order office supplies.
- Manage office administrative functions.
- Set up and maintain files.
- Answers phones and assist callers with their requirements.
- Create training certificates
- Photocopy presentations and training materials
- Set up workshops for training
- Create benefit enrollment packages
- Assist with benefit enrollment meetings
- Coordinate and Complete onboarding for employees
- Assist with recruiting
- Screen resumes and applications
- Payroll
- Translate documents to Spanish. Provide HR/Safety related Spanish translation

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: One-year experience from college or technical school; or, three to six months related experience and/or training; or equivalent combination of education and experience.

Computer Skills: Ability to effectively utilize computers to increase productivity. Must be able to understand and use effectively Microsoft Windows, Excel, Word and Powerpoint.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos; Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Normal vision is adequate.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee:

I have received a copy of my job description and understand the responsibilities of my position. I also understand that this job description does not imply any specific duration of employment that would erode my at-will status. I know that my job duties

may be revised or changed at the discretion of SunFoods, LLC, based upon their business necessity or my performance. I acknowledge that I can perform the essential functions of the job with or without reasonable accommodations and that if I require a reasonable accommodation I have discussed my needs with SunFoods, LLC.

Applicant: I have received a copy of the job description for which I am applying and understand the responsibilities of the position. I also understand that this job description does not imply any specific duration of employment that would erode my at-will status, if I were hired. I know that the job duties may be revised or changed at the discretion of the Company based upon business necessity or performance. I acknowledge that I can perform the essential functions of this job with or without reasonable accommodation and that if I require a reasonable accommodation I have discussed my needs with SunFoods, LLC.

Employee Signature _____ Date _____

Applicant Signature _____ Date _____