



Job Title: Human Resources Associate
Department: Corporate
Revision Date: 12/03/2019

Position Overview

Assist the Director of Human Resources with the day to day operations of the Human Resources Department. Human Resources, centrally located in Green Lake WI at the Corporate office, is responsible for all HR functions within all the FLASH Family of Companies.

Human Resources Assistant Job Duties:

- Assist in recruiting efforts; initial candidate screenings and applicant follow up
- Recruiting data maintenance, background check, and other pre-hire document processing
- Post jobs on all websites (internal and external)
- Assist in employee contact and follow up
- Administrative work and data entry including but not limited to new hire processing, filing, DOT file maintenance, employee mailers, etc.
- Assist department in maintaining employee records and expirations in File Maintenance system
- Assist in monthly reporting
- Assist in maintenance of attendance and time off records
- Department calendar maintenance and scheduling
- Update documents and management of internal and external forms
- Assist Safety Department with file maintenance, records, scheduling, presentations, etc.
- Main point of contact when Director is out of office
- Provide administrative support to other areas within the organization
- Any and all other duties, as assigned

Skills/Qualifications:

- Prior experience of 2-4 years in Human Resources or a related field, Associates Degree preferred
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
- Superior organizational skills and dedication to completing projects in a timely manner
- Excellent time management skills; ability to multi-task and prioritize work
- Comfortable working in a fast-paced office environment
- Attention to detail and problem-solving skills
- Ability to improve processes for department efficiency
- Exceptional communication skills
- Proven administrative or assistant experience
- Knowledge of office management systems and procedures

Physical job requirements:

- Lift up to 25 pounds
- Work effectively in an office environment
- Use hands to type, handle, control, or feel objects or tools
- Sit for long periods of time
- Bend or twist the body
- Repetitive movements, repetitive use of computer/office equipment