

**Company Name: Anderson Concrete Corp**

**Job Title: HR Administrative Assistant**

**Employee Name: \_\_\_\_\_**

**Department: Human Resources**

**Status: Hourly**

**Reports to: Director of People Operations**

**Job Summary:**

As the HR Administrative Assistant at Anderson Concrete Corp, you play a pivotal role in providing exceptional HR and people operations support and maintaining a professional and efficient office environment. Essential qualities include a deep commitment to the company's mission and vision, as well as exemplary leadership qualities aligned with our core values. A consistently professional and respectful approach in all interactions is also crucial. It is imperative that you conduct yourself with courtesy and professionalism in all interactions with colleagues, customers, and the public. Due to regular access to sensitive employee and company information, the HR Administrative Assistant is required to maintain strict confidentiality and exercise discretion in all matters related to personnel, payroll, and proprietary business records.

**Key Responsibilities:**

**Visitor Engagement and Security:**

- Welcome visitors, determine the purpose of their visit, and guide them to their intended destination.
- Comply with security protocols and regulate building access in accordance with safety procedures.

**Phone System and Communication:**

- Manage phone calls, direct inquiries, take messages, and schedule appointments.
- Act as a bridge between supervisors/departments and external contacts.

**Document Control and Mail Handling:**

- Handle incoming and outgoing mail ensuring timely and organized mail handling.
- Complete monthly plant reports in an accurate and timely manner.

**HRIS:**

- Process and ensure accurate allocation of information into HRIS (Human Resources Information System).
- Participate in audit controls when requested and assist in the weekly payroll process audit.
- Supporting employees in obtaining access to the HRIS system, providing pay stubs upon request.
- Assist in the process of completing background checks for potential employees.

**Reporting:**

- Process monthly required donations for projects.
- Ensure the weekly distribution of Samba reports, effectively communicating essential information to the safety department.
- Transmit weekly license and physical reports to relevant parties for updates to the payroll system.
- Process union dues on a monthly basis, ensuring prompt and accurate payments.
- Provide notarization services for lien waivers as required.
- Assist People Operations Department with various reporting and recordkeeping processes related to environmental, health, safety, human resources, recruiting and workforce development.

**Office Organization:**

- Assist in maintaining a healthy and vibrant office environment.
- Facilitate effective communication and verify that the kitchen and supply areas are maintained with cleanliness, organization, and efficient stocking.
- Project Support: Undertake miscellaneous projects upon request, displaying adaptability and a proactive approach to various tasks.

**Reports and Meeting Coordination:**

- Organize and coordinate meeting lunches for both office and non-office meetings, ensuring a seamless and well-prepared event.
- Maintain and ensure that the TV displays in the lobby and drivers' entrance are up to date and consistently displaying accurate information.
- Provide assistance in event planning, contributing to the successful execution of company events.
- Process company and human resources mailings, ensuring the efficient and accurate distribution of information.
- Company-Sponsored Events: Work closely with the other members of the HR and people operations team to plan, coordinate, and execute various company events, such as holiday celebrations, recruitment events, volunteer and charitable activities, and retirement events.

**Skills and Qualifications:**

- Excellent verbal and written communication skills.
- Exceptional interpersonal and customer service skills.
- Software Proficiency: Proficiency in various computer applications (e.g., Microsoft Outlook, Word, Excel and PowerPoint ect.).
- Strong organizational skills and a keen attention to detail.
- A solid grasp of clerical procedures and systems, including recordkeeping and filing.
- Experience with previous HRIS systems related to data entry and reporting.
- The ability to work independently.

**Education and Experience:**

- A high school diploma or equivalent is required.
- Three to five years of administrative experience is preferred.

**Physical Requirements:**

- Physical Requirements: Comfortable with extended periods of sitting, typing, and writing.
- Capable of light lifting (1-15 lbs.), reaching, bending/squatting for filing, as necessary.
- Stress Management: Poised and professional in stressful situations, adhering to time constraints.

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Employee Initial & Date

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Supervisor Initial & Date

Notes: The HR Administrative Assistant's responsibilities may extend beyond those listed here, requiring flexibility and adaptability in handling diverse HR and payroll tasks.