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**POSITION:** Human Resources (HR) Administrative Assistant

**LOCATION:** Houghton, Michigan

**CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Director of Global HR

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#### **POSITION DESCRIPTION**

The Human Resources (HR) Administrative Assistant is the face of the Houghton Somero facility and greets all visitors upon entry in a professional manner. The Human Resources (HR) Administrative Assistant is a key component of the Fun Committee and will coordinate all related activities. Other duties include managing office supplies, coordinating company uniforms, coordinating safety footwear reimbursement and maintaining needed supplies in the facility. The Human Resources (HR) Administrative Assistant must have a high level of attention to detail, ensure accuracy and ability to maintain confidentiality at all times.

#### **PRINCIPAL ACCOUNTABILITIES**

- Professionally greet guests, follow all visitor sign in procedures and ensure guests reach their destination
- Manage office supply inventory including ordering, stocking and organization
- Coordinate Aramark uniforms for production personnel and safety footwear program
- Coordinate meals for department events as needed including ordering, picking up, setting up and cleaning up
- Coordinate Fun Committee activities including planning, ordering and picking up supplies
- Stock safety supplies including hearing protection and safety glasses throughout facility
- Maintain conference room supplies including stocking drinks
- Maintain paper products including plates, silverware and paper towel throughout facility
- Collect, sort and distribute mail
- Coordinate with vending machine companies as needed
- Coordinate employee safety footwear reimbursements
- Assist with volunteer initiatives including coordinating employee sign ups
- Handle Safety Data Sheet (SDS) process to ensure regulatory compliance and internal processes are followed
- Create internal notifications for job postings, events and other announcements as necessary
- Order all congratulatory and sympathy floral arrangements for employees
- Data entry and administrative duties as necessary
- Submit timely expense reports and credit card reports monthly
- Operate in a highly confidential environment
- Work safely in an office and manufacturing environment and follow all company safety policies and procedures

#### **ATTRIBUTES**

- Positive teamwork-oriented attitude
- Strong attention to detail
- Strong interpersonal skills
- Strong verbal and written communication skills
- Strong organizational skills
- Ability to maintain Human Resources (HR) information confidentially

#### **EDUCATION/EXPERIENCE**

- 2-5 years Administrative Support experience required
- 2-5 years of Human Resources (HR) experience or equivalent experience preferred



- Strong computer skills including Microsoft Office required
- Experience in a highly confidential environment required
- Valid driver's license required

#### **WORKING CONDITIONS**

- Ability to work extended hours as business needs dictate
- Frequently remain in stationary position such as sitting
- Must be able to work in a professional office environment
- Periodic overnight travel required

**JOB DESCRIPTION ACKNOWLEDGEMENT:** I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_