

# **ALLEN LUND COMPANY**

## **Administrative Assistant - Human Resources**

This is a non-exempt position requiring constant interaction with executives, branch/department managers, front-line employees, and vendors. The primary responsibility of this position is to provide a comprehensive administrative support of the day-to-day operations of the Human Resources department that is customer focused in the following areas:

### **Administrative:**

- Protect the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
- Provide administrative support to all HR staff including identifying employees' HR needs and directing specialized issues to the appropriate team member (benefits, payroll, recruiting, training)
- Provide general administrative support of office, including maintenance of equipment and supplies, filing, phones and messages, opening and sorting mail, composing correspondence, tracking deadlines and process confidential documents or information, etc.
- Maintain personnel files.
- Maintain, distribute, and track HR forms and compliance including paperwork flow for new hires, terms, promotions and performance reviews.
- Coordination of employee recognition program including distributing and mailing packages to branch offices in a timely manner.
- Coordination of corporate charitable donations.

### **Benefits:**

- Research, verify, and process dental claims.
- Work with Benefits Administrator to process orthodontic claims.
- Prepare and maintain a ready inventory of the benefit handbooks
- Prepare and ship personalized benefit handbooks.
- Assist with reporting and tracking of benefits.

### **Recruiting and Hiring:**

- Prepare and maintain inventory of interviewing kits, new hire packets, Employee Handbook, etc.
- Assist with hiring process; including submittal of background requests, preparing new hire packets and new hire files, coordination/notification for system set-up, etc.

### **Training, Event Planning, Special Projects:**

- Assist in coordination of training events; room/material preparation, meals, after hour events, etc.
- Participate in the planning of recruiting events.
- Assist and/or coordinate special HR projects.

Other duties as assigned by HR Director.