

Human Resources Admin – Part Time **ASA ELECTRONICS, LLC**

Department: Human Resources

Reports to: Human Resources Manager

General: The primary responsibility of the Human Resources Admin position will be to assist the Human Resources Manager in the daily functions/activities of the human resources department.

Required qualifications: high school diploma, and three years' experience in an office environment. Experience in outlook (word, excel), general data entry and data analysis. HRIS system would be a plus. Must have strong communication skills (interpersonal and phone); Professional, energetic and positive attitude.

Responsibilities:

1. Employee Recruitment – Ads, emails, scheduling
2. ASA Payroll – timecards / new hire / maintenance / changes for upcoming week
HSA & benefit changes, address changes, pay changes, warranty timecards
3. Create and maintain employee files – new hire / terms / benefit (completed forms)
4. Keep current company calendar (birthdays, hire dates, vacation)
5. PTO Requests – review, approve, and put on company calendar
6. Enter and Maintain employee semi-annual pay
7. Coordinate Wellness program with Provider and Employees
8. Assist with department of workforce correspondence
9. Monthly overtime reports
10. Maintain new hire binders and benefit packets (as needed and year end)
11. Post/Update ASA Web for Handbook / Misc. policy / Forms changes – (Managed Forms)
12. General assistance to employees on HR processes
13. HR File audits (semi-annually)
14. Enter new hire benefit enrollment online (after 60 days)
Medical, Dental, Life, 401k
15. Enter and Track 1095-c health insurance participants
16. Assist with yearly benefits surveys / wage reviews / perf appraisals / comp summaries
17. Create and maintain employee files – new hire / terms / benefit (completed forms)
18. Shredding, Scanning and indexing of confidential documents

ASA Activities

Employee Wellness Programs and challenges
Spearhead Rewards for Wellness Participation
Employee Appreciation Activities Luncheons

Michelle Fioritto – HR Manager
Date: 1-8-19