

Human Resources/Purchasing Admin

Reports to: Human Resources Manager/Purchasing Manager

This full-time equivalent position is responsible for providing support to the Human Resources Department and Purchasing Department with specific daily functions.

Human Resources Admin - Assist Manager with activities of the human resources department including:

- maintenance of time and attendance system
- applicant recruitment and interview scheduling
- payroll/benefits system
- employee file maintenance
- records compliance
- employee surveys
- wellness program/challenge collaboration
- employee monthly events
- HR annual reporting
- Additional HR functions outlined in separate HR Admin Job Description

Purchasing Admin – Assist the Purchasing Department team through:

- order entry
- reporting
- forecasting
- purchasing
- scheduling
- vendor correspondence. (PO Confirmations, Revisions, Product Inquiries and Vendor Returns)
- Annual projects (including RFQ Scheduling, certifications, certificate updates, vendor record maintenance and work instruction revisions)
- Additional Purchasing functions outlined in separate Purchasing Admin Job Description

Qualifications:

- Experience in HR, purchasing, sales, logistics, or manufacturing is preferred, but not required
- Intermediate computer skills with Windows Operating System
- Intermediate knowledge of Microsoft Office, Excel, and Outlook
- Excellent organizational and time management skills
- Strong analytic ability, attention to details and problem-solving skills
- Strong written and verbal communication skills – internal and external
- Ability to work independently and with a team
- Professional and Positive Personality