

Position Title

Human Resource Assistant

Date Prepared

September 21, 2001

Department

Human Resources

Location

Brainerd

Reports to: Human Resource Manager**I Position Purpose**

- To improve quality, productivity and morale through improved employee relations
- To assist the H.R. Manager in planning, organizing, and controlling Human Resources in conformance with established company policy, law and governmental regulatory agencies as approved by the company President.

II Budget Dimensions

- Operate department with consciousness of costs related to benefits, training, testing and expenditures.

III Primary Functions: Duties, Responsibilities & Expectations

- Responsible for maintaining a high level of employee communications, by creating and distributing monthly newsletters, special announcements, birthday and anniversary lists, etc.
- Facilitate employee committees and coordinate employee activities and programs.
- Chair "POP" Fund Committee in the organization of the annual Summer Picnic, Christmas Party, pizza parties, barbecues, potlucks and other special events.
- Recommend and assist with employee development and other training.
- Facilitates monthly Safety Committee Meeting and monitors plant safety.
- Assists in the investigation of accidents, coordinates safety compliance, provides safety training and orders safety supplies.
- Assist in the maintenance of personnel records and files.
- Assists in employment efforts by maintaining an application file, scheduling and conducting pre-employment testing for potential applicants, conducting color blindness testing, coordinating pre-employment drug tests and physical demands assessment, and coordinating and conducting orientation of new employees.
- Coordinates staff meetings.
- Learn other H.R. functions at Bang Printing and serve as backup to H.R. Manager in his or her absence.
- Special projects and performs other duties as requested.

IV Communication

External Contacts

- * Applicants

Internal Contacts

- * VP of Operations
exchange
- * Executive President
exchange
- * Managers

- * Office & Production Employees

Nature or Purpose

- * Testing, interviews, rejections

Nature or Purpose

- * Direction, feedback, information
- * Direction, feedback, information

- * Information exchange & recruitment.
- * Employee relations, documentation
- * Information exchange, employee relations

V Problem Solving

- Provide support for all employees ensuring all conflicts are handled within company policy and within the law.

VI Education and Experience

- Excellent communication, troubleshooting and interpersonal skills. Must be able to speak
- and write effectively, and communicate with a diverse group of individuals.
- Computer experience required
- Leadership tendencies
- H.R. background beneficial

VII Travel/Physical Exertion

- Travel to seminars, job fairs or training; may include overnight stay.

VII Other Information

- Detail Oriented
- Strong Analytical & Organizational Skills
- Able to Work Independently
- Self-Motivated
- Demonstrate discretion, integrity and fair mindedness

Employee Signature _____ **Date**