

Position Summary:

We are seeking a **Human Resources Assistant** to join **R.K. Steel, Inc.** at our **Fredonia, KS** location. This role supports internal operations by assisting with recruiting, onboarding, payroll coordination, benefits administration, employee documentation, and company-wide communication.

Key Responsibilities:

- Coordinate with department leads on hiring needs.
- Draft and post job ads across job and/or social platforms.
- Manage onboarding and offboarding processes, including new hire paperwork, checklists, termination documentation, and exit procedures.
- Support payroll and benefits administration by gathering timesheets, verifying hours, organizing deductions (e.g., garnishments, contributions), and ensuring timely submission of payroll liabilities.
- Coordinate benefit renewals with insurance providers, assisting management with plan updates/decisions, employee communication, and enrollment logistics.
- Help employees navigate benefits enrollment, changes, and general questions.
- Maintain accurate employee records, both physical and digital, and assist with handbook and policy updates.
- Help coordinate new hire and recurring safety training and documentation, as needed.
- Draft and distribute internal communications, including memos, announcements, and company-wide updates.
- Provide general administrative support to HR and other departments as needed.

Skills & Qualifications:

- **Experience:** Prior experience in HR support, office administration, or payroll preferred.
- **Organization & Documentation:** Strong attention to detail with the ability to manage multiple tasks, maintain organized records, and create user-friendly guides.
- **Communication:** Keep management informed of HR-related developments and ensure employees receive timely, clear notifications about company policies, benefits updates, safety procedures, and other internal matters.
- **Compliance Support:** Assist with maintaining compliance across employment regulations, labor law postings, and internal policy updates.
- **Event Coordination:** Help organize employee recognition, company events, and milestone tracking.
- **Confidentiality & Judgment:** Trusted to handle sensitive employee information—including payroll, benefits, and personnel records—with professionalism, privacy, and sound judgment.

- **Tech Proficiency:** Comfortable using Microsoft Word, Excel, Outlook, and HR/payroll systems with ability to adapt to changing software or systems.
- **Collaboration & Initiative:** Works well across departments, proactively identifies process improvements, and supports employee needs.
- **Adaptability & Versatility:** Comfortable wearing multiple hats in a small business setting, with a willingness to assist wherever needed.

Compensation & Benefits:

- **Pay is commensurate with experience.**
- **Benefits available after a 90-day introductory period,** including:
 - Health w/ optional Dental Insurance (multiple plans)
 - Optional Supplemental Insurance
 - Retirement Plan eligibility after two years
 - Paid Time Off (accrued)
 - Paid Holidays

How to Apply:

1. Complete an application at www.rksteelinc.com/jobs.
2. Send resume and references to hr@rksteelinc.com.

Pre-employment physical and drug screening required.