



IB-Tech Job Description Human Resources Administrator

Primary Roles & Responsibilities

- Responsible for understanding and being the standard for Safety, Quality, Productivity throughout the entire IB-Tech TN facility.
- Must learn and understand the IB-Tech business and standards.
- Must maintain the strictest level of confidentiality.
- Daily interaction with Associates at all levels required.
- Provide guidance on basic employee relations issues (i.e. disciplinary actions for attendance, etc.).
- Maintain HR logs and Spreadsheets.
- Conduct background checks and analyze appropriately.
- Maintain Associate files and documentation including training certifications, disciplinary actions, etc.
- Manage the receptionist area (Answer phones, attend to the front window, greet visitors)
- Knowledge of Federal, State and Local employment law not required but preferred.
- Recruiting all levels within the facility (i.e. sort resumes, set up interviews, maintain application tracker, etc.)
- Able to speak in front of groups of people (i.e. able to conduct new hire orientations)
- Communicating with staffing services, tracking staffing Associates attendance, etc.
- Must be motivated, work independently, and continuously improve processes.
- Coordinate other administrative tasks as necessary.

Education & Experienced Requirements

- High school diploma or equivalent
- 3 – 5 years HR experience preferred
- Ability to multi-task a must.
- Must be willing and able to learn new skills and techniques.
- Must be proficient in MS Office (i.e. Word, Excel, etc.).
- Prior human resources experience preferred.
- ADP experience not required but would be a bonus.
- Prior experience in a manufacturing environment preferred.

Grade/Classification: Clerical - Administration

Department Assignment: Human Resources

Reports to: HR Manager

Supervises: 0

IB-Tech reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs.