



Position Title: *Human Resources Assistant*
Reports to: *Human Resources Manager*
Location: *Easy Way Distribution Center (Harlingen, TX.)*
Classification: *Non-Exempt*

Position Description

The Human Resources Assistant handles the daily administrative and HR duties for the Distribution Center Team in Texas. The HR Assistant provides general HR support for recruitment, record maintenance, and payroll processing. Additionally, the HR Assistant serves as clerical HR support to all employees. The HR Assistant is responsible for maintaining office operations, which includes general office and administration duties.

Key Responsibilities

1. Assist with the recruitment process, including posting job openings, coordinating interviews, support in applicant screenings, launch candidate assessments, candidate background checks/drug screens, and applicant follow-up.
2. Serves as the POC for staffing agency representatives and is the liaison between temporary employees and the firms. Monitors and reports on vendor account management.
3. Assist with new hire set-up and onboarding, including personnel file set-up, day-1 set-up, orientation, and general guidance and assistance to new hires.
4. Maintain and update personnel file records.
5. Assist with weekly payroll processing and benefits administration, including timecard audits, benefits reconciliations/audits, payroll processing support, and employee record-keeping.
6. Provide assistance for employee travel related needs (both domestic and international).
7. Provide day-to-day employee support and assistance, as well as general company communications.
8. Assists in planning and arranging events for the Distribution Center Team, this includes company engagement events, wellness events, department/team events, and training activities.
9. Prepares outgoing mail, sorts and distributes incoming mail.
10. General administrative/clerical support (data-entry, filing, etc.), including development and maintenance of office forms and procedures.
11. Keep stock of office supplies, and order when necessary.
12. Assists in maintaining clerical office equipment by coordinating preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund.
13. Conducts safety observations, train employees on standards, maintains documentation of company's procedures and accidents.
14. Perform other duties/projects as assigned.

Competencies

1. Excellent oral and written communication skills
2. Ability to multi-task and support multiple priorities, as well as plan/organize work activities efficiently and realistically
3. Excellent teamwork and interpersonal skills
4. Strong attention to detail

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5. Self-starter—strong problem-solving skills; able to take initiative in completion of tasks

Qualifications

1. High School diploma or GED equivalent
2. Bi-lingual
3. General office/clerical experience a plus
4. Experience working in a warehouse environment comprised of both permanent and temporary employees.
5. Experience working with Microsoft Suite in an administrative/clerical role, proficient with Outlook, Excel, Word, and PowerPoint.

Supervisory Responsibility

This position has no supervisory responsibilities.

Travel

Daily travel between the Easy Way Products Distribution Centers is expected for this position. Some travel to the Easy Way Mexico factories is expected.

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some kneeling, bending and standing is required as necessary.

Position Type/Expected Hours of Work

This is a full-time position, M-F 8:30am – 5:00 pm. Shift hours may differ depending on Company needs. Evening hours and weekend work may be required as job duties demand.