**Colorado Boxed Beef Co.**

**Human Resources Assistant (hourly) - Lakeland, FL**

**Job Summary**

The Human Resources Assistant is an integral part of the Corporate HR team. This position primarily provides administrative support to the Human Resources department, along with technical and informational support to managers, team members, and job applicants. This includes support for all functional areas of Human Resources including, but not limited to, employee onboarding, recruiting, training, compensation, benefits, employee relations and compliance.

**Primary Responsibilities:**

1. Assist with day-to-day operations in the Corporate HR Department
2. Explain company policies, employee benefits, and procedures to employees, managers and/or job applicants
3. Send out new hire “Welcome” emails and exit interview surveys
4. Process, verify, and maintain files related to human resources activities such as I-9, E-Verify, pay changes, position changes, unemployment claims, employment verifications, etc.
5. Assist Payroll and Safety departments with employee related information and projects as needed
6. Maintains HR Department and personnel files and database according to company policies and government regulations for required record retention.
7. Compile reports and spreadsheets for HR Director and other managers as requested
8. Other duties as assigned.

**Knowledge, Skills, Abilities and Essential Job Functions:**

1. Must have the ability to maintain a high level of confidentiality
2. Must be adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
3. Must possess strong communication and interpersonal skills
4. Must maintain HR and technical knowledge by attending educational workshops
5. Must be able to prioritize and plan work activities as to use time efficiently.
6. Must be organized accurate, thorough and able to monitor work for quality
7. Must be able to work independently with minimal direction
8. Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
9. Knowledge of administrative procedures and systems such as word processing, managing files and records and other office procedures and terminology
10. Knowledge of principles and procedures for recruitment, selection, training, compensation and benefits and human resource information systems (HRIS)
11. Regular job attendance Monday – Friday between the hours of 8 AM – 5 PM ET is required
12. Must be able to work overtime when necessary.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical demands: prolonged sitting; use hands to finger or handle objects or controls; occasionally reach with hands and arms; occasionally lift and/or move up to 15 pounds; talk; hear; prolonged viewing of computer monitor.
2. Work environment: indoor office environment; minimal noise level.

**Qualifications:**

**Minimum Qualifications:**

1. High School Diploma or GED with a minimum of two (2) years’ work experience in an administrative capacity or working in a human resources department.
2. Intermediate computer skills using Microsoft products (Outlook, Word, Excel)
3. Excellent oral and written communication skills.
4. Experience with HRIS software
5. Excellent organization skills
6. Excellent customer service skills
7. Must be able to prioritize work assignments and manage work time.

**Preferred Qualifications:**

1. Associates Degree in Human Resource Management, Business or related degree
2. HR Certification from SHRM or HRCI
3. Three (3) or more years’ work experience in a Human Resources department
4. Advanced computer skills
5. Experience using Paycor or other HRIS
6. Experience using Report Writing software
7. Bilingual in Spanish

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