

**JOB DESCRIPTION**  
**UNITED ELECTRIC CONTROLS**

<p><b><u>Job Description:</u></b> Human Resources Administrator</p>	<p><b><u>Non Exempt:</u></b> X <b><u>Exempt:</u></b> <b><u>Grade:</u></b> 5</p>
<p><b><u>Department:</u></b> Human Resources</p>	<p><b><u>Approval:</u></b> Luke Warren</p>

**Purpose:**

To provide administrative support to the Human Resources department through a full range of human resources activities, such as wage, salary, health and benefit plans, policies and programs while serving as the primary receptionist for the company.

**General Qualifications:**

Requires:

- Bachelors degree in Human Resources or related studies.
- Strong computer skills, including MS Office and Human Resources Information Systems.
- 0-2 years experience in the Human Resources field.
- Willingness to work in a team based environment and commitment to continuous learning and improvement.
- Demonstrated written, verbal, interpersonal, and organizational skills.
- Ability to recognize sensitive material and maintain a high level of confidentiality.

**Typical Responsibilities:**

- Maintain employee personnel records.
- Enter employee data into Human Resource Information System and generate reports and queries from the system.
- Conduct New Hire benefit orientation.
- Maintain job descriptions and organizational charts per company procedures.
- Manage the company communications board.
- Administer company Valued Idea program.
- Administer the company's benefit plans.
- Assist in training programs for employees.
- Provide assistance to employees on Human Resource questions.
- General office administration: copying, faxing, mailings, processing mail, ordering office supplies and filing
- Greet candidates, customers and other visitors.
- Professionally answer and direct main company phone lines not handled by the automated attendant.
- Make company announcements over public address system as needed.
- Maintain a safe working environment by following company safety procedures.
- Work with all departments to ensure that the company maintains a safe and healthy work environment for all employees.
- Perform other duties as assigned.

**Supervision Received:**

Reports to Legal Counsel & Human Resources Director