



CURRENT OPENING

Human Resources Assistant

Location: Saginaw, Texas

Posting Date: 10/05/2020

Reports to: HR Generalist

FLSA Status: Non-exempt

Close Date: 11/05/2020*

Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

Under close supervision, the Human Resources Assistant will perform receptionist duties and provide administrative support to the Human Resources department and Saginaw facility.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Assist with WFD timecard entry and/or corrections and SAP payroll export on a daily basis.
- Assist with recruitment forms and job postings.
- Assists with administration of the facilities' attendance policy.
- Supports the HR Generalists with required leave of absence (LOA) paperwork, LOA benefit payments and COBRA administration for plant employees.
- Organize, maintain and file personnel, training, safety and general records.
- Assists with new hires onboarding process and initiate trainings.
- Submits complete and accurate organizational chart.
- Assists the Safety & Environmental Manager with workers' compensation claims files.
- Help organize and track yearly training for ISO compliance and ongoing ISO training program.
- Assist employees with WFD questions and/or login issues.
- Update postings and notifications on the monitors (bulletin boards).
- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.

- Assist walk-ins with the kiosk (log in to our kiosk so they can complete job applications).
- Answers and directs phone calls to staff; takes messages and schedules appointments.
- Receives and distributes incoming mail, documents, packages, and courier deliveries.
- Performs administrative and clerical support tasks.
- Performs other related duties as required and assigned.
- Provides backup administrative support to the facility.
- Assists with facility celebrations i.e., location specific picnics, holiday parties etc.
- Assists with luncheons and/or special events at facility.
- Assists with special projects as needed.
- Participates in ISO audits.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Bilingual (Spanish/English) required.
- Ability to maintain confidentiality.
- Proficient with computers and software packages such as, Outlook, Word, Excel, Power Point, SAP and Kronos.

Full list of anticipated physical demands for this position and detail on our work environment is available on our application portal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.