

Administrator

Classification

Exempt, Salary Position

Reports to

General Manager

JOB DESCRIPTION

Summary/Objective

Responsible for a full range of diversified administrative tasks in the areas of Office Management, Quality Management, Human Resources and Payroll.

Job Description:

- Process bi-weekly payroll using third party payroll processing company
- Full responsibility for all HR recordkeeping to include maintenance of personnel folder, HRIS system, policy documents and all related and required documentation.
- Administer health and welfare programs including the processing of enrollments, terminations and changes for health, dental, vision, life insurance, disability insurance, supplemental plans and a 401(k) plan.
- Provide support to employees with claims or other benefit related matters, as required.
- Conduct new employee orientations to include briefing of employees on all benefits, Company Policies and Company safety guidelines.
- Work with Management team to fill all open positions via active recruitment and management of all associated documentation.
- Generate all regulatory filings (EEO-1, VETS-100, OSHA)
- Oversee Employee Morale program.
- Fully process all new hires, terminations, transfers and relocations
- Assist in the administration and management of the annual Focal Point Review Program.
- Ensure compliance with all local, state and Federal employment and safety regulations
- Coordinate and book all employee travel and help to manage the expense reimbursement process.
- Work with Production, Test & Operation teams to ensure all equipment remains properly calibrated and applicable calibration records are well maintained.
- Maintain and generate product QA and QC documents and reports.
- Assist with generation and maintenance of operational procedures and associated compliance documents.
- Work with Corporate HR Director and Operations Manager to ensure facility is compliant with all Health & safety policies and regulations.
- Additional administrative and clerical support responsibilities to include office management and providing admin support to General Manager

Essential Skills:

- Bachelor's Degree.
- Minimum three (3) years' experience in an administrative role in a manufacturing, engineering or R&D environment.
- Proficiency in MS Office Suite; especially Excel
- Detail oriented team player with strong interpersonal, analytical and problem solving skills
- Highly organized and self-motivated

Non-Essential Skills:

- At least one year in a role with Payroll and/or HR responsibilities.
- Familiarity processing payroll via third party program preferred; ideally ADP Payroll and/or Ezlabor platforms
- Prior experience working with an HRIS or ERP system highly desirable
- Strong knowledge of all State and Federal employment laws and insurance regulations
- Prior experience working with MS AX ERP system
- Multi-lingual – Spanish, Chinese, Vietnamese