



Job Responsibilities – Human Resource Assistant

- Responsible for hiring new employees as per the approved needs of various departments.
- Responsible for coordinating and managing employee needs and concerns related to their employment at Arch.
- Conducting Safety, GMP and New Hire Orientation Trainings.
- Responsible for maintaining proper records of employees as per the Company's guidelines.
- Responsible for reporting to State department for new hire and / or leaving employees.
- Responsible for coordinating and record keeping for all the employee benefits such as health insurance, 401K plan, life insurance, voluntary employee benefit programs, etc.
- Coordinates for the quarterly employee meetings and prepare the record notes for follow up.
- Maintain records for employee evaluation reports.
- Document and maintain the employee training records using the Training Manager Software.
- Responsible for coordinating the work-related injury and workman comp cases with insurance agency.

Qualifications:

- High school diploma or general education degree required.
- 1 to 3 years or experience in the related field.
- Fluency in Spanish language is preferred.
- Entering, recording, storing, or maintaining information in written or electronic form.
- Good communication and organizing skills.
- Ability to train new employees, as needed.