

HR/Administrative Assistant

We are looking for an HR/Administrative Assistant for our Toledo, OH location. Successful candidate should be a well-rounded individual with the ability to complete many tasks including, but not limited to:

Principle Duties and Responsibilities:

1. Assists with answering the HR pickup line and take appropriate messages to relay to the correct person.
2. Scans and uploads all required documents into the appropriate personnel files.
3. Assists in preparing, distributing and processing administrative new hire information including job offer letters, new hire packets, employee folders and entering into benefits administration system, etc.
4. Assists with adding all new hires (drivers and administrative) into the HR/Payroll system.
5. Handles job applicant information by performing background checks, creating authorizations for drug test and reconciling drug test invoices.
6. Processes all employee terminations using the HR/Payroll Exit Checklist which includes, but is not limited to, notifying all necessary departments of termination, terminating employees in the necessary systems and complete exit interviews for administrative staff.
7. Updates company contact information sheets including the terminal listing and admin listing.
8. Assists in the maintenance of the benefits administration system including adding new employees, terminating employees and updating benefit information, etc.
9. Maintains company performance reviews by maintaining tracking report, sending due date reminders to managers and entering information in the HR/Payroll system.
10. Assists in the creation of and maintenance of all job descriptions.
11. Acts as the back up to the Payroll Manager to process weekly driver and hourly payroll.
12. Assists in the maintenance of 401(k) account information (preparing new hire packets, adding/making changes to the system, maintain files and help with audits as needed).
13. Orders office supplies as needed and maintains kitchen stock (i.e. paper towels, coffee supplies, cups, etc.).
14. Orders business cards or other print items as business needs arise.
15. Assists HR and Safety with the maintenance of workers comp claims including adding the claim to the necessary database, creating the claim folder, providing information to the necessary workers comp representative and adding the claim to the annual tracking spreadsheet.
16. Assists in updating OSHA paperwork and logs on an annual basis and distributes to each location for posting.
17. Updates FMLA database, documents and files as indicated by HR Manager.

Knowledge, Skills, Abilities and Qualifications Required:

1. Ability to maintain complete confidentiality
2. Ability to communicate accurately and professionally with others
3. Attention to detail
4. Good organizational skills
5. Excellent telephone skills
6. Keyboard skills and knowledge of office machines – fax, printer, copier, etc
7. Must have good working knowledge of Microsoft Office (Word, Excel, Outlook)
8. Possess good mathematical capabilities
9. Works with accuracy to complete tasks in a timely and efficient manner
10. Works as a team member with others
11. Be of excellent moral character, trustworthy and reliable
12. Requires signed Confidentiality Agreement

Education and Experience:

1. Associates degree in Business Administration (or related field)
2. Minimum 2 years of related work experience in a professional office environment

Equal Opportunity Employer
Drug free workplace

Please send resume to:

Moore Transport
Attn: Human Resources
5966 Heritage Ct.
Toledo, OH 43612
OR
Email: humanresources@mooretransport.com

No phone calls please.