



Administrative Assistant / HR

Five Star, a fast-growing manufacturing company with a focus on innovation, customer service, and a winning mindset, is seeking a highly motivated Admin Assistant / HR to join our team. The Admin Assistant / HR will provide high level administrative support to executives in the workplace, such as but not limited to taking calls, scheduling meetings, managing executive requests and other office duties.

Responsibilities:

- Act as the point of contact between the executives and internal/external clients.
- Undertaking the tasks of receiving calls, taking messages and routing correspondence.
- Handle requests and queries appropriately.
- Maintaining employee files and records, including documentation related to hiring, promotions, and disciplinary actions.
- Processing employee paperwork, such as new hire packets, benefit enrollment forms, and performance evaluations.
- Responding to employee inquiries related to HR policies and procedures.
- Coordinating HR-related meetings and events, such as benefit enrollment meetings and luncheons.
- Assisting with other HR projects and initiatives as needed.
- Maintain and organize general office files. File and retrieve documents, records and reports and miscellaneous documents.
- Seek continuous improvements to maintain office procedures.
- Prepare memos, letters and other documents using Word, Excel, and similar types of software.
- Ensure knowledge of staff movement in and out of organization.
- Manage Conference Room Schedules and assist with coordinating meetings.

Qualifications:

- Strong attention to detail and organizational skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office suite, including Excel, Word, and PowerPoint.
- Familiarity with HR-related laws and regulations preferred.
- Prior experience in an administrative role preferred.

Core Values: Innovative, Winning Mindset, Loyal & Dedicated, Customer Focused, High Standards

We offer competitive compensation and benefits packages, as well as opportunities for career growth and development. If you are a self-starter with a passion for financial analysis and are looking to make an impact in a dynamic, growing organization, we encourage you to apply for this exciting opportunity at Five Star.

If you meet the above requirements and are interested in this opportunity, please submit your resume for consideration to hr@fivestarbodies.com. We look forward to hearing from you.

May apply in person at 8899 368th Ave. Street Twin Lakes, WI 53181