



Job Title: Human Resources Assistant
Reports To: Human Resources Manager

FLSA status: Non-Exempt
Classification: Full Time

For over 50 years the Ridewell Corporation has led the industry in the design and manufacturing of heavy-duty truck and trailer suspensions. We are family-owned, family and team focused with great benefits. Ridewell is successful because of the dedication of our employees. All employees play a role in making Ridewell a customer service focused company.

Summary of Position: Under supervision, the Human Resources (HR) Assistant will assist with day-to-day operations and perform clerical duties. You must be reliable and should accurately follow instructions. This is an ideal role for someone who enjoys working in a dynamic, fast-paced environment and is interested in working in all areas of HR.

Essential functions and responsibilities:

- Assist with the recruitment process for exempt and non-exempt positions, screen resumes and schedule interviews
- Perform employee orientations and onboarding; create new hire packets
- Benefits administration
- Payroll processing and administration; time and attendance
- Create and maintain HR files, audit files ensuring all required employee documentation is collected and maintained
- Workers’ compensation claims administration and record keeping; maintain training database
- Process employee reviews and associated pay increases
- Complete termination paperwork and exit interviews
- Maintain HR spreadsheets and HR data
- Filing, copying and administrative duties
- Other duties as assigned

Requirements:

- Associates degree or higher, or equivalent experience
- 2-5 years of experience of HR administrative and payroll processing experience
- Basic Microsoft Outlook, and Word skills, Google Docs, Proficient Microsoft Excel skills
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines
- Well-organized with strong time management skills
- Strong attention to detail and the ability to enter data accurately and efficiently
- Exceptional work ethic and judgment
- Ability to maintain strict confidentiality regarding payroll, benefits, and employee issues
- Outstanding interpersonal skills – must display patience and helpfulness with a collaborative work style
- Excellent written and verbal communication skills
- SHRM or HRCI Certification preferred

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. Ear, eye, and foot protection required in the production shop.

Benefits:

Health insurance	Life insurance
401k match	Holidays
Vacation	Paid time off