



## Title: HR & Administrative Assistant/Secretary

**Classification:** Non-exempt  
**Reports to:** Regional Manager  
**Location:** Atlanta, GA

**Salary Family/Range:** Hourly  
**Date:** 5/31/2017

### Summary/Objective

The HR & Administrative Assistant/Secretary is responsible for all of the duties and responsibilities listed below and for other duties that the Regional Manager, Human Resources Manager and Regional Manager may assign during the duration of the employment. Because of his/her involvement in matters related to their responsibilities the HR & Administrative Assistant/Secretary would also be required to communicate frequently with the other Departments. This role provides administrative and strategic support to the human resource function as needed, including record-keeping, file maintenance.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare and mail all US/UPS/Fed Ex packages.
2. Retrieve, sort and distribute incoming mail
3. Performs customer service functions by answering employee requests and questions.
4. Assists Human Resources in completion Forms I-9, verifies I-9 documentation.
5. Submits requests for Human Resources to submit online investigation requests
6. Assists with new-employee background checks, MVR checks and drug screening.
7. Oversee all administrative aspects of seminars including registrations, confirmations, certificates, badges & evaluations, preparation and mailing of materials to seminar sight
8. Filing of materials in general files area
9. May be called upon to assist with special projects and assume responsibility for the development,
10. administration, and promotion of specific projects, as required
11. Assists with recruitment and interview process.
12. Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
13. Files documents into appropriate employee files.
14. Assists or prepares correspondence as requested.
15. Prepares new-employee files to be transmitted to Corporate HR.

### Competencies

1. Communication.
2. Critical Evaluation.
3. Ethical Practice.
4. HR Expertise
5. Organization

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

### Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Some evenings and weekends maybe required on occasion.

### Travel

Limited travel is expected for this position. Most travel will be local. Some overnight travel maybe required.



**Title: HR & Administrative Assistant/Secretary**

**Required Education and Experience**

1. Associates degree in business administration or 2 years related field and/or equivalent experience.
2. Experience with Microsoft Office (Word, Excel and Power Point)

**Additional Eligibility Qualifications**

Must possess a valid and appropriate enhanced state driver's license prior to employment and or passport/passport card. Additionally, a clean driving history is required.

**Work Authorization/Security Clearance**

1. Atlanta Badge
2. 15-year background clearance

**AAP/EEO Statement:**

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_