POSITION DESCRIPTION

POSITION TITLE: HR Administrator
DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Sr. HR Manager – Monroe/DC2
POSITIONS MANAGED: None

POSITION PURPOSE

The HR Administrator supports daily Human Resources operations with a primary focus on recruiting, onboarding, employee engagement, training coordination, and HR administration for the distribution center, chemical plant, and office staff. This role serves as a key point of contact for employee questions and HR-related support while partnering closely with the Sr. HR Manager to help achieve organizational goals. The ideal candidate is organized, proactive, detail-oriented, and capable of managing multiple priorities in a fast-paced manufacturing and distribution environment. This position also contributes to maintaining a safe, positive, and compliant workplace culture.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree or equivalent work experience
2. 2-5 years of HR experience desired.
3. Experience in warehouse, manufacturing, distribution or industrial environment preferred.
4. Must demonstrate self-motivation, enthusiasm, organizational skills, and be goal-oriented
5. Must demonstrate effective verbal and written communication skills.

JOB DUTIES:

1. Coordinating recruiting activities for distribution center, plant, and office positions, including scheduling interviews, communicating with candidates, and facilitating background checks.
2. Administer and track the employee service award and recognition program.
3. Coordinate employee training programs and maintain accurate training records and reporting.
4. Maintain organizational charts for US & Global functions.
5. Prepare HR documents and maintain employee files on shared drive.
6. Participate in meetings, projects, and cross-functional initiatives as needed.
7. Gather required documents for workman's comp accidents and maintain accurate reporting.
8. Support the Sr. HR Manager with employee relations while maintaining strict confidentiality.
9. Maintain compliance with company policies, safety procedures, and applicable employment regulations.
10. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
11. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
12. 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.

CORE COMPETENCIES

1. Professionalism - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. Adaptability – Utilizes a flexible approach or method to best match the environment, situation, or person. Manages competing demands and can adapt quickly and positively to frequent changes, delays, or unexpected events.
3. Diligence –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. Develop Relationships – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
5. Attention to Detail – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. Active Communications (Verbal, Written, Listening Skills) – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
7. Responsiveness – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. Productivity - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. Composure – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emptions appropriate to the situation, focuses on solving conflict and continues performing steadily and effectively.
10. Organizing & Planning – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.
11. Problem Solving & Decision Making– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

12. Results Oriented – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

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

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting in either a warehouse or chemical plant.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

SIGNATURES

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

Manager Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

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

Employee Signature: _____ Date: _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.