
Human Resources Assistant

Major Duties and Responsibilities:

- Manage recruiting process for all open positions
- Manage BiRite's phone Job Line
- Conduct new hire orientations with new employees
- Maintain HR storage room (HR supplies, forms, etc.). As well as old employment applications and resumes according to recordkeeping requirements.
- Filing (HR files)
- Maintain the Safety Bingo program
- Complete Verifications of Employment
- Assist with annual Open Enrollment Meetings
- Assist employees with benefit questions
- Other duties as assigned by the HR Manager

Minimum Required Qualifications:

- Ability to manage an effective recruiting process
- Bilingual (Spanish) is a plus
- Must be able to maintain confidentiality and be diplomatic and professional at all times
- Ability to manage multiple projects, evaluate prioritize workload, and provide a high level of customer service while responding to changing deadlines.
- Excellent interpersonal, verbal, and written communication skills.
- Must have excellent knowledge in Microsoft Office (Word, Excel & Outlook).

Compensation Package: DOE

A competitive benefits package including a 401(k) with company match, profit sharing, health insurance and paid vacation, sick and holidays are provided.

Work Schedule: Monday –Friday 8am-5pm

BiRite Foodservice Distributors is an Equal Opportunity Employer.