JOB POSTING

Rate commensurate with experience

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<th>Administrative Assistant / Training Coordinator</th>
<th>Bristol - HR</th>
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<td>JOB TITLE</td>
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PRIMARY RESPONSIBILITIES:

This position is responsible for the overall administrative support and training coordination within the HR Support function. The incumbent will be accountable for receptionist, administrative and New Hire Orientation training along with training coordination/records retention for the Bristol groups.

- Receptionist Duties - Handles incoming calls on a prompt, informative basis and greets visitors to the business, arranges for meetings with HR group
- Administers badge security system, provides badges, collects badges and maintains the integrity of the system.
- Administers Safety PPE such as OSHA toes, Safety Glasses, etc.
- Administers Vision Care, Educational Assistance, Safety Shoe Vouchers and/or Safety Shoes reimbursements.
- Benefit plans administration to include training, processing of enrollment, and acting as liaison between employees and outside vendors to resolve issues
- Organizes weekly payroll paperwork and scans electronically for recordkeeping
- New Hires - Sets up background checks, pre-placement exams and coordinates all paperwork for new hires.
- Assists when necessary to coordinate meetings and make all necessary arrangements
- Assists with the supplying of food and beverages for HR related training and employee events; may also support additional internal events as well as external visitors
- Performs daily mail duties to include internal distribution, coordination of outgoing mail and posting and retrieving of job postings, notices and announcements
- Reports - Creates, maintains and updates various Word, Excel and PowerPoint documents as directed
- Clerical duties (i.e., processing reports, charts, graphs, photocopying, faxing, filing, etc.)
- Training – provides orientation for new hires and works with team to ensure training programs are robust. Tracks and monitors progress and maintains records.
- Performs assorted other duties as requested by his or her supervisor

SPECIAL SKILL REQUIREMENTS:

Post secondary education preferred. Requires intermediate to advanced computer skills including intermediate knowledge of Microsoft Office. Must have driver’s license. Excellent verbal and written communication skills required. Must be organized and able to handle multiple priorities. Must have a keen eye for detail, be able to see opportunities for improvement in HR administrative processes, make recommendations and see the improvements through to completion. Knowledge of HR and Employment Law a plus. Confidentiality is essential to this role. Must be able to type at least 45 words per minute. Screening process will include taking both a Wonderlic test and typing test.

Resumes can be sent to Karen.macleod@fnst.com.