

Job title	<i>Human Resources Assistant</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Human Resources Manager</i>	Salary Range	
Direct Reports	<i>N/A</i>	EEOC Classification	<i>Administrative Support Worker</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of the Human Resources Assistant is of great significance to Pro Cooperative.
 - A person in this position is responsible to support the Human Resources department with general HR activities.
 - The HR assist also provides support to other departments as needed.
 - This role requires a collaborative working relationship with all necessary departments in the performance of its operations as well as the ability to perform tasks with the utmost concentration, confidentiality, and dedication in a safe and efficient manner.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Assist in payroll preparation by maintaining data in payroll system (absences, paid and unpaid leaves, missed punches, etc.)
- Assist in processing Pro Cooperative employee benefits, including health insurance, dental/vision insurance, retirement, COBRA notices, etc. and transmitting information to controller as assigned by the human resources manager.
- Provide clerical and administrative support to Human Resources Compensation and Benefits Manager.
- Maintain personnel files and complete filing as necessary.
- Assist in the hiring process by posting positions, receiving inquiries, maintaining a job applicant flow log, and assisting with writing job ads.
- Manage the Company Clothing Allowance program.
- Manage the Company owned Cellular Phone program.
- Process documentation and prepare reports relating to personnel activities.
- Responsible for performing front desk/receptionist duties in a professional and friendly manner, including answering phones, communicating messages, and greeting and assisting customers and visitors as necessary.
- Assists in the scheduling of interviews, pre-employment drug screens, and new employee orientation.
- Assist in employee onboarding.
- Assist as directed with processing leaves of absence to include FMLA paperwork.
- Provide clerical support to other departments as requested by department heads and with approval of direct supervisor.
- Assist in the enforcement of credit collection procedures as assigned by supervisor.
- Assist in providing information to external auditors for annual audit, as well as performing internal audits in a monthly basis.
- Assist in preparing, distributing and mailing departmental reports/correspondence in a timely, professional and accurate

manner as needed i.e. monthly statements.

- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

Minimum experience and qualifications

- Possess a Bachelor’s Degree in Human Resources or a business related field or possess an Associate’s Degree in a business related field plus a minimum of two years of experience in a Human Resources or business related role.
- Ability to communicate using proper telephone etiquette with customers, other employees and vendors.
- Ability to multitask and prioritize tasks
- Ability to be courteous, friendly and positive with all customers, co-workers, visitors, and the general public.
- Maintain a safe working environment
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Frequently (34%-66%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Occasionally (1%-33%)
Crawling	Occasionally (1%-33%)	Twisting	Frequently (34%-66%)
Grasping/Handling	Frequently (34%-66%)	Walking	Occasionally (1%-33%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Frequently (34%-66%)	Change of Position	Frequently (34%-66%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Occasionally (1%-33%)	1 – 10 lbs.	Occasionally (1%-33%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Occasionally (1%-33%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Constantly (67%-100%)
Outdoors	Occasionally (1%-33%)	Talking	Constantly (67%-100%)

Approved by:	
Date reviewed:	

Employee signature below constitutes employee’s understanding of the requirements and essential functions of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____ Date: _____