

OPEN POSITION AT FLAVORCHEM



Title: HR Assistant

Days: Monday-Friday

Department: HR

Hours: 8:00am-4:30pm

Essential Position Functions and Responsibilities:

- Approve timecards within ADP
- Maintain HR filing systems, including I9 documentation
- Upload benefits information to insurance carriers and ADP
- Maintain FMLA, Workers Comp, and disability files
- Add/Terminate new staffing agency employees on ADP
- Run HR reports as needed
- Prepare materials and meeting schedules for new hires
- Upload and maintain HR information available on ADP
- Book travel and catering for interviews and events
- Assist with HR projects and internal audits as needed
- Reception coverage as needed
- May assist other departments with administrative tasks

Skills/Abilities Required:

- High school diploma or GED required
- Above average computer skills, especially Microsoft Office required
- Must be able to speak and write clear English; Spanish is a plus
- Previous experience in Human Resources or with confidential information is preferred
- Previous experience with ADP Workforce Now is a plus
- Interest in graphic design is a plus
- Other desirable characteristics are good communication skills and ability to multi-task
- Reliable, predictable attendance is required

If interested, please submit a resume to HR

Flavorchem Corporation is an equal opportunity employer. It is our policy to prohibit discrimination and harassment of any type, and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status



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