

Administrative Assistant

Job Summary:

Janteq is seeking an Administrative Assistant to handle a variety of office and personnel related administrative duties on a daily basis. This individual will perform a wide range of administrative and office support to facilitate the efficient operations of the Administration and the HR Department.

General Responsibilities:

- Assisting with day-to-day operations of the Human Resources and Admin department
- Providing clerical and administrative support to the Office Manager and Human Resource Manager
- Tracking employees' time and attendance using ADP EZ Labor Manager
- Tracking employees' vacation and sick leave accruals for accuracy
- Coordinating communication with candidates and schedule interviews
- Assisting in enrolling new hires in all elected benefits as well making changes to any current employees
- Ordering and stocking office and kitchen supplies

Job Qualifications:

- Minimum of 5 years working as an Administrative Assistant
- Knowledge of principles and practices of basic office management
- Experience using ADP's EZ Labor Manager system or similar software
- Basic knowledge of CA time and attendance laws

Competencies:

- Excellent verbal and written communication skills
- Attention to detail and accuracy
- Customer service orientation
- Flexibility and adaptability

Physical Demands:

The physical demands described within the Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to be independently mobile and may have to lift up to 40 pounds. The employee is also required to interact with a computer, and communicate with peers and co-workers.

Disclaimer:

It is the policy of Janteq Corp. to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Janteq Corp. will provide reasonable accommodations for qualified individuals with disabilities. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.