



KOLBERG-PIONEER, INC.
Position Description/ Salaried Non-Exempt

POSITION: HUMAN RESOURCES ASSISTANT

DEPARTMENT: HUMAN RESOURCES

REPORTS TO: HUMAN RESOURCES MANAGER

UPDATED: AUGUST 11, 2020

Basic Function

Perform various duties under the supervision of the Human Resources Manager.

Primary Duties and Responsibilities

1. Administer or assist with all KPI benefits and policies, including but not limited to:
 - a) Medical, dental, and vision plans, including COBRA.
 - b) Annual dependent eligibility audit for employees enrolled in KPI's medical, dental, and/or vision plans.
 - c) Astec's Preventive Healthcare Program, and annual voluntary wellness exams.
 - d) Basic life and supplemental insurance.
 - e) Short- and long-term disability.
 - f) Supplemental long-term disability.
 - g) Critical Illness & Cancer and Accident plans.
 - h) 401(k) retirement plan.
 - i) Astec's E-Learning System (Skillsoft and ToolingU).
 - j) KPI's Intranet website.
 - k) Education assistance program.
 - l) Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA).
 - m) Pension plan.
 - n) Employee Assistance Program (EAP).
 - o) Employee relations policies.
 - p) Safety program and policies.
2. Maintain employees' records and files, as well as the employee database.
3. Maintain a current job description for all KPI positions, and post/advertise all available positions.
4. Assist with all procedures and paperwork necessary for hiring, transferring/promoting, and/or terminating employees.
5. Provide supervisors with the information and forms necessary to perform periodic wage/salary reviews and performance appraisals for all employees.
6. In conjunction with the Payroll Administrator, ensure each employee's payroll information is correct for each pay period (audited quarterly).

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Position Description for **HUMAN RESOURCES ASSISTANT**, cont.

7. Maintain a record of employees' training or continuing education.
8. Prepare and distribute various weekly, monthly, quarterly, and annual reports.
9. Fill in for the Receptionist position whenever necessary.
10. Assist with various company functions/activities, including employee reward/recognition lunches, Quarter Century Club dinner, Breakfast with Santa, Company picnic, United Way Fund Drive, Food Pantry collection, employee Christmas potluck, and employee retirement receptions.
11. Update employee 401(k) Plan changes (weekly).
12. Complete requests for employment verification.
13. Complete periodic salary/wage and benefit surveys.
14. Assist with donation and contribution requests.
15. Provide assistance or perform other duties as assigned.
16. Executes internal Sarbanes-Oxley control responsibilities with diligence and integrity. These internal control responsibilities are communicated to the person fulfilling this position, and periodic feedback is provided as it relates to performance of internal control responsibilities.

Education and Experience

1. High School Diploma or GED required.
2. 1-2 years of experience in an office environment.
3. Ability to multi-task in a fast-paced environment.

Qualifications and Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education/Experience: High school diploma required. An Associate's or Bachelor's degree in business or human resources desired, or at least two years of administrative or human resources experience, or a combination of experience and training that provides the required knowledge, skills, and abilities.
2. Personal Characteristics: Ability to maintain the highly confidential nature of human resources work. Ability to work well with others, exercise sound judgment and solve problems, work independently and effectively manage workload, and work well under pressure. This employee must have excellent oral and written communication skills, and be resourceful, well-organized, meticulous, and accurate.

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Position Description for **HUMAN RESOURCES ASSISTANT**, cont.

3. **Skills:** Ability to operate general office equipment including telephone, computer, calculator, photocopier, and fax machine. Ability to use word processing, spreadsheet, and database software, Internet software, and E-mail. A working knowledge of Microsoft Office products preferable.

Physical Demands

The physical demands described here 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 talk and hear. The employee frequently is required to communicate and exchange accurate information. The employee frequently is required to walk; stand; sit; use both hands to finger, handle, feel, and grip; use fine finger ability; use wrist motion; reach with hands and arms; and balance. The employee must occasionally taste or smell, climb, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 primarily exposed to an office-type environment. The employee is occasionally exposed to a shop manufacturing and warehouse environment. Exposures in the shop and warehouse environment can include exposure to moving mechanical parts; vibration; odors, fumes, gasses, smoke, dust, or airborne particles; and outside weather conditions. The employee may occasionally be exposed to toxic or caustic chemicals, oil or grease, extreme cold, extreme heat, and humidity. The noise level in the work environment varies from low to moderate while in the office area but moderate to high in the manufacturing environment. Hearing protection is required while on the production floor.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.

Employer Agreement

There is no specified term connected with your employment. Employment is at-will and termination by either party is also at-will. An Offer should not be construed as a guarantee of employment for any specific duration. In addition, your duties and/ or compensation may change from time to time based on the needs of Kolberg-Pioneer, Inc. and your skills as determined by Kolberg-Pioneer, Inc.

Employee's Review of Job Description

I have reviewed and understand the job details, essential duties, qualifications and physical demands of this position and can perform this job as described.

Signature

Printed Name

Date