



Title:

Administrative Technician

Reports to:

Administrative Coordinator

Job Purpose:

To support the management team and be a friendly helping hand for all by taking the initiative to make someone's day better

Key Responsibilities and Accountabilities:

- Create a world class environment with a unique approach the company has embraced through asking "How do I make someone's day better?"
- Greet team members and visitors as the first friendly face upon arrival
- Act as an approachable liaison in assisting team members with basic needs and questions while promoting a positive culture and atmosphere
- Review time clock, administer PTO, unexcused absences, personal time, and correct missed punches within Paycor
- Assist in completing new hire paperwork, training, and onboarding
- Coordinate recurring safety training utilizing Paycor
- Handle general correspondence such as answering phone calls and handling mail
- Create team value
 - Team progress reporting and employee communications
 - Recognizing personnel benchmarks and accomplishments
 - Lead in coordinating regular company-provided events and activities
- Assist in recruitment of team members that add value
- Multitask and complete any other tasks or responsibilities to showcase the company internally and externally
- Promote personal and company image throughout the community

Requirements:

- Ability to climb steps

Preferred Requirements:

- Ability to speak Spanish