



**Title:**

Administrative Technician

**Reports to:**

Administrative Manager

**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