

Human Resource/Office Administrator

Job Title: Human Resource/Office Administrator

Full or Part Time: Full & Part Time Positions

Employer Name: Magic City Implement

Hiring Requirements: Drug Testing/Screening, Background Checks, Credit Checks, Reference Checks, Motor Vehicle Record Check

Minimum Education Level: Bachelors Degree

Minimum Experience: 2 months

Salary Range: \$15.00 - \$20.00/hr (Depends on Experience)

Hours per Week: Vary

Benefits: 401K – Dental – Flex Time – Flexible Benefit Account – Holidays – Life Insurance – Medical – Vacation – Vision – Long & Short Term Disability – Uniforms pd by Employer.

Job Description:

Magic City Implement is a successful, family owned farm equipment dealership which has been in business for 26 years. We are looking for quality people who would like to be a part of the success in this exciting time in the industry, our business and with our people.

This position administers and enforces policies and procedures relating to all phases of human resources activity which includes, but is not limited to, assisting in recruiting, interviewing, testing, and selection of employees to fill vacant positions; keeping records of benefits plans participation such as insurance and 401K plan; personnel transactions such as hires, promotions, performance reviews, and terminations; investigates accidents and prepares reports for insurance carrier; prepares reports and recommends procedures to reduce absenteeism and turnover; manages employee uniform program; assists Human Resource Director where needed.

Special Skills: (Qualifications and Essential Requirements)

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

