

## Kudler Fine Foods

### Job Description

#### **HR Assistant**

Supports the HR Manager and Store Managers by compiling and maintaining personnel records, coordinating employee benefits programs, and maintaining safety records.

#### **Essential Duties**

1. Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
2. Updates employee files to document personnel actions and to provide information for payroll and other uses.
3. Examines employee files to answer inquiries and provides information to authorized persons.
4. Compiles data from personnel records and prepares reports.
5. Explains bonding procedure required by stores, and assist in completion of bonding application.
6. Provides wage and records to outsourced payroll provider for processing.
7. Compiles and maintains records for use in employee benefits administration.
8. Prepares information on grievances filed and coordinates grievance procedures.
9. Prepares and files reports of accidents and injuries at establishment.

#### **Required Qualifications and Experience**

6-12 months experience in retail or HR with excellent organizational skills.