



Job Description

Job Title: Human Resources Assistant (Internship Opportunity Available)

Summary: Supports the day-to-day operations of The Original Cream Puffs organization prior to, and during, the 2019 Wisconsin State Fair. Reports to the Human Resources Manager, assists with recruitment, on-boarding, training and employee relations. Performs various tasks as assigned to ensure the successful production and delivery of bakery products.

Duties and Responsibilities:

1. General knowledge of the principles and practices of HR
2. Support the HR Manager in all functions of the HR Department
3. Support the Management Team in the flow of daily operations
4. Possess a passion for assisting new employees with all aspects of new employment
5. Handle various aspects of recruitment aimed at ensuring a smooth process to get applicants through the hiring process
6. Serve as a great resource to new team members who need help navigating the company's policies and procedures
7. Serve as a liaison to employees, management and customers
8. Help employees with job related questions
9. Offer proactive assistance
10. Continuously identify ways to improve the employee experience by engaging with team members and bringing perspective on best practices to onboarding and HR operation
11. Provides administrative and recruiting support
12. Work with Management team to ensure a smooth and positive experience for all employees
13. Assist other departments as needed
14. Other duties as assigned

Assist HR Manager with the following:

- Participate in Career Fairs
- Schedule and conduct new applicant interviews
- Prepare and maintain personnel files, applications, references, and background checks
- Screen candidates through social media accounts
- Create checklists for new and returning employees
- Ensure employee paperwork is completed and returned
- Enter employee data into computer database
- Contact missing or tardy employees
- Conduct Orientation and training
- Track employee training; notify department managers which staff are outstanding

- Distribute uniforms
- Monitor and update employee punches in web-based time clock app
- Confirm employees arrive and punch in as scheduled
- Resolve questions or concerns related to time clock, payroll, policies or procedures
- Provide daily input on employee relations and performance management issues
- Conduct investigations
- Document employee accidents and safety issues
- Prepare termination paperwork; conduct exit interviews; document to gain insight into opportunities for improving the team member experience
- Administer policies and procedures; identify ways to improve
- Gather information for engagement and retention initiatives

Knowledge, Skills and Other Abilities:

- Welcoming demeanor
- Outgoing and accessible
- Strong work ethic
- Demonstrated ability to organize and prioritize multiple assignments
- Excellent time management, organizational skills
- Personal effectiveness, credibility and follow through
- Excellent communication skills
- Strong administrative skills with attention to detail
- Excellent customer service skills and ability to work with a diverse group of people
- Interpersonal skills in conflict resolution and dealing successfully with difficult issues
- Ability to maintain a high level of confidentiality
- Ability to work with the public and employees in a tactful and friendly manner
- Ability to work independently and as a team member
- Ability to work under pressure, react appropriately under constantly changing priorities with numerous interruptions.
- Ability to utilize time management, work under a tight schedule and meet timing deadlines

Position Type/Expected Hours:

- Seasonal/Temporary (early June through mid-August)
- Eight to ten hour assigned shift ranging from early morning to late evening
- Some flexibility may be required
- Base hourly rate plus overtime

To Apply:

Submit resume and letter of intent stating your interest, relevant knowledge, and ideas to:

Tim Gill
 info@originalcreampuffs.com
 Subject: OCP HR Assistant Position