



Job Overview of HR Administrator

Required Skills: Excellent communication skills, have ability to maintain confidentiality, familiar with MS Office software, highly organized, and have the ability to work as a team member. Candidate must also exhibit the Harmony Enterprises' core values; Committed, Passionate, Innovative, Courage to make a difference, and Enhancing our shared experience.

Responsibilities:

- Employee recruitment
- New employee orientation
- Manage benefit and eligibility records
- Aflac/Guardian documents and communications
- 401k documents and communication
- New hire forms & reporting
- Safety coordinator
- Employee concerns & issues
- Employee communication
- Work comp claims
- Drug screening
- Temp employee procedures
- Employee handbook
- OSHA reporting
- Affirmative Action reporting
- Short/Long Term disability claims
- Plan company events
- Resignation/Termination reporting & processing

Pay will be based on experience.

Harmony Enterprises, Inc. is the leading equipment manufacturer for the waste management industry. Visit our website for more information about our company: www.harmony1.com

Interested candidates, please submit resume to: Lana Soppa at LSoppa@Harmony1.com or mail to Harmony Enterprises, Inc. 704 Main Ave N, Harmony, MN 55939