



Human Resources Administrative Assistant

Location: Lancaster, NY

Reports to: Human Resources Manager

Meet Nutrablend Foods

Nutrablend Foods is one of the largest custom manufacturers of specialized health nutrition powder products in North America, powered by an experienced team with a passion to help customers hustle and thrive.

With over 20 years working with some of the top Sports Nutrition brands around the world, our experience supports our customers to formulate great-tasting products that meet or exceed consumer expectations. Our 108,000 ft² manufacturing facility is located in Lancaster, NY and provides our customers with confidence in our ability to meet delivery requirements and scale up volumes as their brands succeed.

All of this is made possible by our people.

Why Join the Team at Nutrablend Foods?

Our employees represent the best of what we do and their passion, dedication and commitment are the building blocks of our success. When you join the Nutrablend Foods team, you become part of our family. We offer a comprehensive group benefits program including medical, dental, vision, life, 401k and so much more.

Position Summary

Nutrablend Foods is seeking a Human Resources Administrative Assistant to provide administrative support to the Human Resources department in one or more of the human resources functions, including but not limited to: recruiting, employee welfare, compensation, benefits, training/development, payroll, and employee information/records. Assists with the implementation of services, policies, and programs aimed at maintaining a safe, positive environment, as well as the recruitment and ongoing development of a superior workforce.

Responsibilities

Administrative

- Acts as first point of contact and liaison for employees
- Maintain high standard of confidentiality
- Assist HR to comply with federal, state and local legal requirements
- Maintain all files and documentation associated with the employment relationship
- Assist with processing of new hires and terminations
- Complete required paperwork and documentation in a timely and organized fashion
- Prepare and maintain various reports (applicant flow log, employee suggestions, anniversaries, etc.)
- Check HR Inbox daily and distribute accordingly
- Coordinate the HR departments incoming and outgoing mail
- Order various supplies for the Human Resources Department
- Direct and participate in employee activities
- Member of the Social Committee
- Communicate company and HR notices, announcements, employee events, new hires
- Maintain Bulletin Boards and NBF-TV

Corporate Headquarters
32 Cherry Blossom Road
Cambridge, ON N3H 4R7

Manufacturing Facility
3805 Walden Avenue
Lancaster, NY 14086

1.833.282.6850
www.nutrablendfoods.com



- Assist with performance review process
- Assist with HR projects

Payroll and Timekeeping

- Ensure compliance with the Attendance and Punctuality policy
- Process timekeeping for regular and temporary employees for payroll processing
- Issue timecards as needed
- Track employee attendance and communicate when disciplinary process needs to be followed

Recruitment and Selection

- Assist with the recruiting function to include resume/application intake, job postings, set up internal/external interviews, maintain applicant flow logs, follow-up letters, etc.
- Ensure offer letters and new hire paperwork sent to our PEO
- Assist with scheduling new hire orientations
- Assist with the transition process of temporary employees to regular employees and required paperwork
- Assist with the onboarding of New Employees to ensure a smooth and successful transition

Training

- Assist with specialized education and training material
- Assist with new employee orientation and retraining of existing staff as required
- Maintain training records and reports

Health & Safety

- Ensure the Company's health & safety policy is communicated and available to all staff
- Motivate the workforce on the importance of safety

Qualifications

- Minimum of 1 to 3 years administrative experience, human resources experience preferred
- Experience in a manufacturing environment preferred
- Minimum High school diploma or GED required, Associates degree or HR related certification preferred
- Any combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Strong organizational, time management and follow up skills
- Great verbal and written communication skills, bilingual abilities are a plus but not required
- Professional demeanor
- Strong attention to detail with high accuracy, precision-focused
- Microsoft Office experience required
- Very Team Oriented, cooperative and collaborative

Ready to Join the Team?

Please send your resume to jobs@nutrablendfoods.com with a cover letter telling us why you're a great fit for the HR team at Nutrablend Foods. We look forward to hearing from you!