

Company Name: Buckeye Ready Mix, LLC.

Job Title: Human Resources Assistant

Department: Human Resources

Reports to: Human Resources Manager

Employee Name: _____

Status: Hourly

Job Summary

The HR Assistant at Buckeye Ready-Mix plays a key role in supporting the company's Human Resources and People Operations functions while helping maintain an organized, professional, and efficient office environment. This position assists with a wide range of HR administrative responsibilities including employee benefits administration, recruitment coordination, training support, compliance tracking, and record management.

The HR Assistant must demonstrate a strong commitment to the company's mission, vision, and core values while maintaining a consistently professional and respectful approach in all interactions. Because this role regularly handles sensitive employee and company information, the HR Assistant is expected to maintain strict confidentiality and exercise sound judgment and discretion in matters related to personnel records, payroll, and proprietary business information.

Key Responsibilities

Benefits and Insurance Administration

- Administer employee benefits programs including:
 - 401(k)
 - FMLA
 - Long-Term Disability (LTD)
 - Life Insurance
 - Medical, Dental, and Vision Benefits
- Ensure benefit billing accuracy and reconcile monthly invoices
- Assist with retiree benefits administration
- Coordinate Workers' Compensation claims for active and terminated employees

Employee Onboarding and Compliance

- Coordinate and complete the new hire onboarding process and employee orientation
- Ensure all required employment documentation is completed and properly filed
- Maintain HR compliance documentation including:
 - Personnel files
 - I-9 documentation
 - Tax forms
 - Medical and benefits records
 - 401(k) documentation
- Conduct periodic audits of HR files and documentation to ensure compliance

Training and Workforce Development

- Conduct employee training on a variety of HR-related topics
- Coordinate training sessions and development meetings for other departments
- Assist with programs related to workforce development and employee education

Safety and Regulatory Programs

- Support the annual Motor Vehicle Record (MVR) program in coordination with the Director of Safety
- Administer the Drug-Free Workplace program including required training and testing
- Advise employees on Department of Transportation (DOT) requirements including physicals and licensing
- Assist with reporting and recordkeeping related to environmental, health, and safety initiatives

Recruitment and Employee Engagement

- Oversee recruitment activities for internal and external job postings
- Assist managers with candidate coordination and hiring processes
- Organize company-sponsored employee events such as:
 - Holiday celebrations
 - Monthly birthday recognitions
 - Volunteer and charitable events
 - Retirement celebrations

Employee Relations and Communication

- Serve as a resource for employees with HR-related questions or concerns
- Provide guidance to managers and employees regarding company policies
- Coordinate internal communications including:
 - Funeral announcements
 - Promotions
 - Terminations
 - Office supply needs
 - Company apparel distribution

Administrative and Recordkeeping Duties

- Manage unemployment claims on behalf of the company
- Maintain HR records in accordance with company retention guidelines
- Ensure accurate data entry and documentation within the payroll and filing systems
- Assist the People Operations department with reporting and documentation related to HR, recruiting, safety, and workforce initiatives
- Perform other duties as assigned

Skills and Qualifications

- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Strong organizational and time management skills with high attention to detail
- Knowledge of clerical procedures including recordkeeping and filing systems
- Experience working with HRIS systems for data entry, reporting, and employee records
- Ability to work independently and manage multiple priorities

Education and Experience

- High school diploma or equivalent required
- Three to five years of administrative or HR-related experience preferred

Physical Requirements

- Ability to sit for extended periods while performing computer and administrative work
- Frequent typing and use of standard office equipment
- Occasional light lifting (1–15 lbs.) and movement such as reaching, bending, or squatting for filing
- Ability to remain composed and professional while working under deadlines or in stressful situations

Employee Initial & Date

Supervisor Initial & Date