



# JOB POSTING

**Date Posted:** February 15, 2017  
**Requisition #:** PA05

**Date to be removed:** Open until filled

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**JOB TITLE:** Assembly Facility Administrative Manager  
**REPORTS TO:** Plant Manager  
**LOCATION:** Lebanon, PA

**Duties and Responsibilities:**

1. Manages the day to day operations in the front office.
2. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsible for employee files incorporating all aspects of employment, including drug screens, new hire orientation, safety orientation, benefit orientation, and termination process.
4. Assist employees with benefit enrollment in Workday.
5. Verifies all I-9 documents and new hire paperwork for accuracy before sending to Culture & People Services (CPS) at Corporate Office.
6. Contacts applicants for interviews. Sends applicants to facility for pre-employment testing.
7. Communicates with company recruiter regarding open assembly plant positions.
8. Works with CPS in regards to supervisor trainings.
9. Coordinates trainings as required by Safety Director and/or Director of CPS
10. Maintains EEO information on all candidates and provides to Culture & People Services at the Corporate Office.
11. Obtain all safety documentation associated with training, injuries, near miss, investigations and meeting minutes and forward to safety coordinator and director of CPS. Coordinates with Safety Coordinator at the Corporate Office as necessary on all restricted duty cases
12. Communicate with the Safety Director on all safety issues.
13. Coordinates with Production Manager on job hazard assessments.
14. Collects timecard hours and submit to payroll for processing weekly.
15. Daily payroll tracking and coding to projects.
16. Maintain production master log for Production Manager.
17. Processes accounts payable per job. Maintain files for open and complete Purchase Orders.
18. Assists in all aspects of quality control documents as needed.
19. Assist in all aspects of receiving and filing needs.
20. Manages office supply orders.
21. Liaison with Corporate IT department.
22. Other duties as assigned.
23. Attendance in the office during normal business hours.

**Qualified Candidates Will Possess the Following:**

1. Bachelor's degree or equivalent work experience
2. Both English and Spanish speaking a must.
3. Required 3+ years as Office Manager/HR generalist or equivalent.
4. Experienced MS Office user.
5. Workday and Viewpoint experience preferred.
6. Must have strong writing, technical and organizational skills.
7. Must have strong interpersonal skills and the ability to relate to employees on all levels.
8. Highest level of confidentiality a must with HR team.
9. Must have the ability to exercise independent judgment when needed.

**Office Hours & Travel:**

Full Time, Monday-Friday.

**Application for Position:**

Please indicate your interest by submitting your resume via email to, [careers@bensonglobal.com](mailto:careers@bensonglobal.com) or apply online at <https://mii-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=245&version=1>

Selections will be made based on a combination of skills, knowledge, and abilities. Indicating your interest in this position does not necessarily guarantee that you will be hired.

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