

# HR Administrator

## **Job Summary:**

New Balance Commodities is the leader in marketing and distributing Co-products throughout the upper Midwest. Our mission is to keep livestock in producer's hands as we know rural communities thrive with livestock. We feed cattle, both our own and custom at 2 locations. This person will be responsible for administering employee benefit programs, safety programs and insurance for all entities.

## **The Ideal Candidate**

This person enjoys responsibility, compliance and challenges. Contributes to a work environment that fosters pride in being part of a winning team and promotes personal growth. Maintains personal productivity and quality standards. Because your position places you in contact with owners, team leaders, team members, clients and vendors, and allows you access to key business and personal information, confidentiality and professionalism are essential ingredients of your performance. New Balance commodities has a complete compensation plan and an environment of fun, success and self-empowerment.

## **Responsibilities and Duties**

Those considering applying for this position must be capable of performing the following tasks:

- Maintain HR records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick and personal time
- Onboard new team members by providing information packets, reviewing company policies, gathering withholding and other payroll information, explaining and obtaining signatures for benefit programs
- Monitor unemployment claims by reviewing claims, substantiating documentation, requesting legal counsel review
- Update job knowledge by participating in educational opportunities, reading professional publications
- Communicate with providers of benefit plans employment changes or updates along with completing all conversion paperwork in a timely manner
- Assist in the development of new HR policies and document in employee handbook
- Schedule, present and document safety meetings to meet OSHA requirements
- Review property insurance for proper coverage, communicate change of assets with insurer

## **Skills & Qualifications**

Those considering applying for this position should consider if the following list of skills and qualifications provides a good description of themselves

- Education: Bachelor's degree in Business Administration or Human Resources/or 2 years experience
- Effectively communicate complex issues in a straight forward manner, both written and verbal
- High degree of accuracy and attention to detail
- Knowledge of HR processes, practices and employment/labor laws
- Ability to handle sensitive information confidentially
- Ability to meet strict deadlines
- Ability to read and analyze detailed information and respond accordingly
- Ability to relay learned information, reports to the Director of Finance
- Physical: Includes sitting at computer for extended lengths of time

**If interested, send resume to [rbaker@nbccoproducts.com](mailto:rbaker@nbccoproducts.com)**

# Receptionist

## **Job Summary:**

New Balance Commodities is the leader in marketing and distributing Co-products throughout the upper Midwest. Our mission is to keep livestock in producer's hands as we know rural communities thrive with livestock. We feed cattle, both our own and custom at 2 locations. This person will be responsible for handling front office reception and administration duties for all entities. You will be the "face" of our company responsible for the first impression we make.

## **The Ideal Candidate**

This person will have a friendly and easy going personality while also being perceptive and disciplined. Contributes to a work environment that fosters pride in being part of a winning team and promotes personal growth. Maintains personal productivity and quality standards. Because your position places you in contact with owners, team leaders, team members, clients and vendors, and allows you access to key business and personal information, confidentiality and professionalism are essential ingredients of your performance. New Balance commodities has a complete compensation plan and an environment of fun, success and self-empowerment.

## **Responsibilities and Duties**

Those considering applying for this position must be capable of performing the following tasks:

- Answer incoming calls and greet guests
- Scale and provide correct tickets for inventory product, feed and cattle
- Receive incoming inventory
- Perform blended CPU load tonnage entry
- Distribute mail in timely manner
- Manage carrier information and ensure all insurance certificates and W-9's are updated and stored electronically
- Distribute weekly invoices and statements to clients
- Coordinate office activities
- Schedule meetings and travel for team leaders
- Order office supplies

## **Skills & Qualifications**

Those considering applying for this position should consider if the following list of skills and qualifications provides a good description of themselves

- Education: Bachelor's degree in Business Administration or Human Resources/or 2 years experience
- Effectively communicate complex issues in a straight forward manner, both written and verbal
- High degree of accuracy and attention to detail
- Knowledge of HR processes, practices and employment/labor laws
- Ability to handle sensitive information confidentially
- Ability to meet strict deadlines
- Ability to read and analyze detailed information and respond accordingly
- Ability to relay learned information, reports to the controller
- Physical: Includes sitting at computer while getting up and down frequently to greet visitors

**If interested, send resume to [rbaker@nbccoproducts.com](mailto:rbaker@nbccoproducts.com)**