

Human Resources Administrator



Fouts Bros is a family-owned business since 1952 with facilities in Georgia and Texas. Fouts Bros is proud to have become one of the largest and most diverse commercial truck manufacturers in the US. Fouts Bros is committed to developing new commercial vehicles that provide industry-best value, quality, and dependability.

Our company's core values are quality, efficiency, continuous improvement, safety, and teamwork. We believe in conducting business with honesty and transparency, continuously seeking new ways to improve and evolve, fostering relationships with our community and supporting local initiatives, and operating in an environmentally responsible manner to minimize our impact on the planet.

Job Summary:

The HR Administrator is responsible for managing various administrative tasks within the human resources department, such as maintaining employee records, coordinating recruitment processes, handling employee inquiries, and assisting with performance management activities. They may also be involved in organizing training programs, updating HR policies and procedures, and ensuring compliance with labor laws and regulations. Additionally, the HR Administrators plays a crucial role in fostering a positive and productive work environment by upholding HR policies and procedures, promoting employee engagement, and contributing to the overall effectiveness of the HR function within the organization.

Key Responsibilities:

- Maintaining and updating employee records.
- Assist HR Team with benefits administration.
- Assisting with recruitment and onboarding processes.
- Handling employee inquiries and resolving issues.
- Coordinating training and development programs.
- Maintaining compliance with labor laws and regulations and supporting the HR team with various administrative tasks and projects as needed.
- Assist with employee hiring, onboarding, and training.
- Help with employee health plans, payroll, and benefits questions.
- Perform initial phone screens and in-person interviews, as requested.
- Assist in the preparation of offer letters, agreements, and all other relevant new hire paperwork.
- Onboard new employees in a welcoming way, ensuring they receive timely and accurate instruction needed regarding their employment and benefits options.

Qualifications and Education Requirements

- Relevant work experience in HR Administration.
- Ability to multitask and be organized.
- Exceptional interpersonal and time management skills.
- Adaptability and accountability.
- Proficiency using Microsoft Office Suite.
- Excellent customer service skills.
- Work with other HR team members to ensure the annual HR checklist is completed.
- Continuous learning and staying up-to-date with industry trends are also important for success in this role.

Attributes

- Excellent telephone, verbal, and written communication skills.
- Sound knowledge of labor laws and practices.
- The ability to keep sensitive information confidential.
- Must be approachable and helpful.
- Strong critical thinking skills.
- Good ethical judgment.
- Has strong ability to generate ideas, show creativity and provide solutions.
- Must have exceptional productivity skills. Can be relied on to get the job done accurately and on time.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

