

Human Resources Assistant

Felker Brothers Corp. is accepting applications for a 1st shift Human Resources Assistant in our Marshfield, WI facility. This position is responsible for providing administrative and technical assistance for the HR Department with tasks such as: monitoring benefits; administering FMLA and COBRA; enrolling employees in benefits; entering training records; new hire orientations; reconciling billing and maintaining employee files. Individual must also be able to work with extremely confidential information in a professional manner.

Qualifications:

Must be able to work independently and with a team; have strong written and oral communication skills; strong analytical skills; strong computer/keyboarding skills; knowledge of HRIS systems and strong Microsoft applications skills. An associate degree preferred. A minimum of two years of directly related experience and a High School diploma or equivalent required.

We offer a competitive wage and benefit package. Applicants must apply via application to:

Felker Brothers Corp.
Attn: Jordan Reynolds
22 North Chestnut Avenue
Marshfield, WI 54449

Equal Opportunity Employer/Drug Test Required