

## ADMINISTRATION AND HR ASSISTANT

### COMPANY DESCRIPTION:

Foliot Furniture is a dynamic and successful company in the furniture industry in North America. The mission of the company is to design and manufacture top quality furniture while creating an environment that's harmonious for its customers, for its employees and for its local community. Based on sound values, the company is based on a participatory management, a successful engineering and sustainable development to promote his economic growth and the achievement of its employees.

### JOB DESCRIPTION:

The Administration and HR Assistant is responsible for providing support to the Administration Team and Human Resources. The Administration and HR Assistant is responsible for handling in-coming phone calls, personnel and benefit records, office records, and provide internal customer service to employees and members of management.

- Explain company personnel policies, benefits to job applicants and employees;
- Follow up with employee requests;
- Assist in company functions;
- Answer incoming calls and reception duties;
- Process time sheets;
- Maintains attendance records;
- Generates internal communication memos as required by management;
- Processes benefit enrollment and benefit terminations;
- Assist in the implementation of various HR programs and safety programs;
- Assist with orientation of new hire employees;
- Any other duties as assigned by management.

### REQUIRED SKILLS:

- Basic knowledge of Human Resources and Administration;
- High School Diploma;
- Prior experience in Administrative Assistant role;
- Phone etiquette;
- Ability to follow written and verbal instructions;
- Ability to communicate with all levels within the company;
- Experience in Microsoft Office Suite ;
- Ability to operate office equipment;
- Bilingual – Spanish;
- Ability to sit, stand, walk, kneel, reach and lift up to 20 lbs., as needed;
- Full dexterity;
- Office environment with exposure to manufacturing areas;
- Plant environment, exposure to machinery and noise
- Exposure to manufacturing areas requiring Protective Equipment.

### COMPETITIVE SALARY

Benefits are paid 80% by employer  
Corporate Bonus

### TO APPLY :

Email your resume directly to [hrm@foliot.com](mailto:hrm@foliot.com)

### FOLIOT FURNITURE INC.

ATT. Human Resources

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