

 **INTERNAL/EXTERNAL
JOB POSTING****HARLAN, KY—OFFICE MANAGER****JOB OVERVIEW**

- Responsible for: answering, screening and directing incoming calls, general clerical and administrative duties, maintaining databases
- Responsible for: carrying out payroll duties, including Foxfire, TPM, and ABRA; ensuring accuracy in paychecks and timekeeping, adding/deleting employees in TPM and ABRA, Foxfire
- Responsible for: preparing paperwork for hires and terminations, entering and protecting employee information, such as SS#, birthdates, address, and other confidential information, as well as, organizing employee onboarding packets and maintaining employee files, organize retention, protection, retrieval, transfer and removal of records and ensure security of data
- Must be able to work independently
- Reports to Plant Manager

QUALIFICATIONS

- Good verbal and written communication skills
- Capable of sustaining good working relations
- Good organizational skills
- Job requires being honest and ethical.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- High School Degree or Equivalent
- Computer skills

JOB DETAILS

Salary: \$9.00 + depending upon experience

Schedule: Full time, 38+ hours per week

Location: Home base location - Harlan, KY

Expected Start Date: TBD (to be decided)

Application Process: As per SEKRI's HR Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants. Submit Internal Job Application and/or Resume to the HR Department by:

FRIDAY, September 13, 2019

Misty Looper—HR Manager

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