



# Blues City Brewery, LLC

## Job Posting

***If interested in applying for this position please go to our website [www.citybrewery.com](http://www.citybrewery.com). Click the Employment Tab and then click the Memphis tab. Please complete the electronic application by clicking on Memphis Application and choosing the position title shown below.***

Job Title: Administrative/HR Assistant  
Department: Human Resources  
Reports to: Manager, Human Resources  
Date Open: August 10, 2018  
Date Closes: Until Filled

## POSITION SUMMARY

The Administrative / Human Resources Assistant provides point of contact customer service and support to the organization and human resource function.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish positive and professional first impression to visitors
  - Greet, receive and announce visitors to the facility
  - Handle all incoming main line phone calls
  - Separate incoming mail and distribute to appropriate personnel
  - Maintain sign in log and review GMP policy with visitors
  - Maintain spreadsheet of all parking decals
  - Make ID badges for employees and guests (track guest badges & reissues)
  - Maintain spreadsheet of all lockers – issue locks and combinations
  - Provide exceptional external and internal customer service through direct contact, phone and email communication
  
- Provide support for Management
  - General and administrative duties such as typing, filing, copying, faxing, scanning for all departments as needed.
  - Organize meeting arrangements including scheduling conference rooms and conference call lines, coordinating technical support, assist in coordinating attendee schedules, ordering catering and supplies as needed
  - Placing Purchase orders into system for purchasing supplies, temporary staffing, etc.
  
- Provide support to the Human Resources function
  - Act as first point of contact for general employee questions.
  - Maintain supply of Human Resources forms.
  - Pre-sort applications/resumes from walk in traffic and distribute to appropriate individuals
  - Assist in recruiting by contacting applicants, scheduling interviews, coordinating pre-employment screens, schedule Work Keys Test and background checks, coordinating orientation sessions.

- Send applicant rejection letter to anyone who interviewed that will not be hired.
- Sort and distribute bi-weekly pay stubs.
- Maintain a benefit paperwork tracking spreadsheet to ensure all applicable benefit forms are processed and sent to Corporate HR.

This position description is intended to guide the activities of the Administrative/HR Assistant. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

#### QUALIFICATIONS

- One to three years of experience in a support role in a business environment/office setting experience preferred
- Ability to type 50 words per minute.
- Proficient in Microsoft Office software (Word, Excel, Outlook, Access)
- Above-average oral and written communication skills.
- Ability to maintain confidentiality.
- Must be able to prioritize an assigned workload.
- Must be able to handle a number of assignments and responsibilities while managing interruptions and changing priorities (multi-task).
- Must be able to work effectively in a team environment.
- Must be willing to perform tasks listed in other pay grade job descriptions as required.

***Blues City Brewery provides a competitive salary and benefit package that includes: Health, Life, Dental and Short and Long Term Disability Insurance; Section 125; 401(k); and more.***

*Blues City Brewery LLC is an equal opportunity employer who prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Blues City Brewery LLC conforms to the spirit as well as to the letter of all applicable laws and regulations.*