



Moriden America, Inc. Job Description

Job Title: IT/Safety/Administration Specialist
Department: Human Resources
Reports to: HR Manager
Date: 9-28-2017
FLSA: Exempt

Position Summary:

Moriden America is looking for a full time human resources assistant with a strong background in IT. This person will assist the HR manager in recruiting and other HR administration/training. Responsibilities would also include assisting the staff in IT trouble shooting as well as the set up of new PC's and work stations. Phone systems will also be a part of this persons responsibilities. This person will interface with an outside hosting service as well.

Strong organization skills will be needed as well as the ability to handle multiple tasks as required.

Essential Duties and Responsibilities:

- Serves as network administrator and IT specialist supporting company systems and users.
- Provides administrative support for EDI and ERP systems.
- Maintains accurate inventory of all IT assets (hardware and software).
- Purchases and sets up all new computer hardware and software.
- Creates IT budget and replacement plan.
- Creates and enforces policies related to use of company email and computers and file retention.
- Serves as company safety administrator.
- Creates and enforces company safety manual, including all applicable policies and procedures, specifically those required by law.
- Ensures that all safety training is completed.
- Orders and maintains safety supplies.
- Ensures proper recording of accidents and injuries and leads effort to countermeasure safety issues.
- Administers temporary staffing program.
- Processes time and attendance for bi-weekly payroll and tracks attendance for hourly associates.
- Conducts orientation for new associates and temporary employees.
- Serves as administrator for phone system and building security systems.
- Coordinates misc. HR services related to mats, cleaning service, copiers, vending and elevator.

- 5S of assigned areas.
- Other duties as assigned.

Skills and Experience:

- Relevant education or 1 - 3 years relevant experience.
- Strong computer skills; prior experience with information technology systems, including ERP and Microsoft applications.
- Experience with installing and troubleshooting computer hardware and software; networking experience preferred.
- Has applied knowledge of word processing, spreadsheet, database and other types of pc software.
- Strong written and verbal communication skills.
- Customer service oriented.
- Ability to speak effectively in front of small or large groups of associates.
- Strong problem solving skills, including ability to collect data, establish facts, draw conclusions and recommended effective corrective action.
- Ability to manage multiple tasks with frequent interruptions and maintain accuracy.
- Ability to work under strict timelines to meet deadlines.
- Is able to work successfully in a team environment.
- Experience in a manufacturing environment preferred.
- Experience in safety administration a plus.
- Previous experience in automotive manufacturing or in a multi-cultural environment a plus.

To apply, please forward your resume to Doug Firenze dfirenze@moridenamerica.com