



**Patterson Pump Co**

## **GO23 HR - Administrative Assistant 5C**

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**Department:** Human Resources

**FLSA Status:** Non-Exempt

**Grade/Level:** 3

**Job Type:** Regular

**Work Schedule:**

Weekdays 8:00 am to 4:30 pm

**Job Status:** Full Time

**Reports To:** Human Resources Manager

**Amount of Travel Required:** None

**Positions Supervised:** None

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### **POSITION SUMMARY**

The HR Administrative Assistant provides administrative and clerical support to the Human Resources department. This role assists with daily HR operations, maintains employee records, supports recruitment and onboarding activities, and helps ensure compliance with company policies and employment regulations. The ideal candidate is organized, detail-oriented, and able to handle confidential information with professionalism.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Must maintain strict confidentiality regarding Human Resources, Company, and employee information.
- Assist with EEO reports (applicant flow logs, promotions, transfers, etc.) and AAP records and reports.
- Assist in preparing perfect attendance, performance reviews, prepare and input wage plan changes, years of service, schedule employee meeting, etc.
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, ISO training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, hourly earnings, absences, supervisory reports on performance, and dates of and reasons for terminations.
- When necessary, gather personnel records (such as training records, disciplinary action, etc.) from other departments or employees.
- Examine employee files to answer inquiries and provide information for personnel actions.

- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- As needed, compile and prepare reports and documents pertaining to personnel activities.
- Perform background checks and reference checks on applicants for employment to determine applicants' employment acceptability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Arrange for advertising or posting of job vacancies and notify eligible workers of position availability.
- Provide assistance in administering employee benefit programs. Enroll employees in all benefit plans (including benefit enrollments) and update employee information in Ultipro, Syteline, and other systems. Process FMLA requests and paperwork.
- Select applicants meeting specified job requirements and prepare handbooks and paperwork for new hires.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.
- Send help desk request for employee badges for shift changes, new hires, and terminations.
- Search employee files to obtain information for authorized persons such as finance companies.
- Back up the H.R. Generalist as needed.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).
- Regular attendance at work is an essential function of the job.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.

## SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED): Required  
PHR/SPHR or SHRM-CP/SHRM-SCP.: Preferred

**Experience:** 3 plus years of experience in human resources

**Computer Skills:** MicroSoft Office, Syteline, Citrix, and Ultipro.

**Certifications & Licenses:** PHR/SPHR or SHRM-CP/SHRM-SCP preferred.

**Other Requirements:** Perform all other duties as required by supervision.  
Overtime as required.

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

### Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal

## **WORK ENVIRONMENT**

Office environment.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.