Job Description: **Admin/HR assistant**

Reports to: Business Admin Manager

Position Purpose: To assist the Business Admin Manager in the completion of Human Resources tasks

Each BNP person is an integral part of the overall success. To keep BNP operating at an efficient, effective and profitable level, all BNP members are asked to assist in different areas of the operation and to perform tasks that are outside of their day-to-day responsibilities. However, *exceptional CUSTOMER SERVICE is every BNP employee and leader’s #1 responsibility*.

Key Job Responsibilities:

1. Assist in interviewing and hiring as needed
2. Assist in the evaluation process
3. Assist in new-hire orientation
4. Assist in managing uniforms
5. Assist in maintaining and informing about Health Insurance Administration
6. Assist in effectively communicating necessary information with employees and

Management

1. Assist with keeping Employee Handbook up to date
2. Assist in up-keeping Safety Policies and guidelines
3. Assist in Human Resources Special Projects