

## Human Resources Administrator Jagemann Precision Plastics

**Location:** Murfreesboro, Tennessee

**Industry:** Manufacture of Plastics

**Type:** Fulltime

Jagemann Precision Plastics, a premier manufacturer of plastic injection moldings located in Murfreesboro, TN, is seeking a Human Administrator. Family owned since 1946, we pride ourselves on offering a climate controlled environment, a culture of continuous improvement, a relaxed work environment with supportive management, and flexible policies.

Our fast-growing, technologically-driven manufacturing area is seeking a Maintenance Technician. This position will provide the successful candidate with the chance to apply their knowledge, learn new skills and work as a team within a clean and safe environment. The ideal candidate for this role has experience in the manufacturing sector, pays strong attention to detail and is committed to workplace safety.

### **Major task and responsibilities:**

This position is responsible for performing HR administrative duties on a professional level working closely with Human Resource staff in supporting overall business objectives. Responsibilities for employee benefits administration including supporting the company Time and Attendance/Payroll System (ADP) and HRIS database. Additional task include assisting in the planning and execution of employee events and activities.

Helps support policies, procedures and HR programs that are consistently administered, aligned with organizational goals and are in compliance with professional standards, state and federal regulatory requirements and laws.

Effectively communicate Human Resources information to employees. Assists in the implementation of events, activities, lunches, etc.

Assist in administering benefits plans and programs, which will including open enrollment, ensuring employees are properly educated on plan offerings, and enrollments are completed for each eligible employee and helps maintain those employee information packages.

Helps maintain workforce staffing plans. Communicates with applicants Communicates with applicants/candidates on interviews, pre-employment assessments, references, drug screenings, and background check, E-verification and maintains records associated with new employees. May also assists HR staff with the preparation of offer letters.

Assist in payroll functions including employee Time and attendance verifications and employee training.

Other duties as assigned for additional experience and/or training or refinement skills or in preparation for advancement.

Jagemann offers an excellent benefits package: **NO WAITING for benefits. ALL available day one of employment**

- Choice of Medical plans
- Dental and vision plans
- Company paid short term disability – 80% of base
- Company paid long term disability
- Company paid term life insurance
- Flexible spending accounts
- Additional voluntary term life available
- Roth and traditional 401(k) plan
- Vacation awarded immediately upon hire
- 10 paid holidays
- 7.5% shift differential for 2<sup>nd</sup> and 3<sup>rd</sup> shifts
- Additional earned vacation for 2nd and 3rd shifts
- Education assistance plan
- Career development and progression
- Flexible, employee-friendly policies and work environment

**Starting base is dependent on skills and experience.** Manufacturing experience and a solid attendance record is desired. Interested candidates should click on [Jagemann Precision Plastics Employment Application](#) on our employment web page or send your resume to [ROFarrell@jagemann.com](mailto:ROFarrell@jagemann.com)

*Jagemann Precision Plastics is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, veteran status or other characteristics protected by law.*

