

Human Resources Administrative Assistant/ Receptionist **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. 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.

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.

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 assisting with employee benefits including supporting the company Time and Attendance/Payroll System 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 comply with professional standards, state and federal regulatory requirements and laws.

The position also provides reception services for the company as the initial point of contact for visitors to the company offices. This position also provides secretarial, word processing, data entry and administrative support, for a variety of managers and departments. Position requires the incumbent to have a mature approach to business, the ability to present the company professionally to outside callers and visitors, and the ability to work on a wide variety of non-related tasks at a consistently high level of accuracy despite frequent and constant interruptions.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Proficiency in Microsoft Office products required.
- Familiarity with HRIS platforms.
- Detail-oriented, organized, and able to multi-task and adapt to rapidly changing demands and priorities.
- Must exhibit excellent communication written and verbal communication skills.
- Ability to deal effectively and resolve issues which require confidentiality and integrity.
- Communicates and demonstrates the mission, ethics and goals of the facility, as well as the focus statement of the department.

EDUCATION & EXPERIENCE REQUIREMENTS:

High School education is required associates degree preferred in HR related or administrative fields.

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 2nd and 3rd shifts
- Additional earned vacation for 2nd and 3rd shifts
- Education assistance plan
- Career development and progression
- Flexible, employee-friendly policies and work environment

Interested candidates should click on [Jagemann Precision Plastics Employment Application](#) on our employment web page or send your resume to employmentapps@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.

