



February 2, 2010

Team Members:

The following job is currently available in Novi for our Team Members:

GA/HR Analyst: Provides administrative support to team members on a daily basis in the areas of general affairs and human resources.

Essential Duties and Responsibilities:

- 1) Front Desk Support: Act as a primary back up for reception area daily during lunch or PTO time
- 2) Manage cellular phone program for Novi
- 3) Track invoices and work with AP to ensure they are allocated to the correct departments
- 4) Schedule repairs and services for Novi office building and corporate house
- 5) Create and maintain various tracking reports in Excel for local management and TBJ as requested
- 6) Assists in carrying out various human resource programs and procedures as need including: new hire orientation, trainings, and benefit open enrollment
- 7) Helps recruit and interview for new team members
- 8) Responsible for assisting with monthly HR Manpower Report

Qualifications:

- 1) Strong experience using Microsoft Office products such as Excel, Word, and Outlook
- 2) Ability to communicate and work well with others in a group environment

Education and/or Experience:

- 1) Minimum 1-2 years working in an office/human resource environment
- 2) Basic knowledge of human resource policies and procedures
- 3) Experience with a HRIS system is highly preferred
- 4) Some college strongly preferred

If you are interested in this position, please contact Julia Sweet by 5:00 PM on February 9, 2010.


Scott Keller
Assistant General Manager Human Resources