



## Job Description

### **Administrative Assistant/Human Resources**

**Reports To:** CEO/GM & CFO  
**FLSA Status:** Non-exempt  
**Department:** Administrative  
**Salary:** \$15 - \$25 per hour

#### **POSITION OBJECTIVE AND PURPOSE**

The Administrative Assistant/Human Resources Technician performs a variety of personnel and personnel compliance related activities to include maintaining all personnel files, compiling employment applicants, conducting orientation for new employees, participation in wage surveys, and serving as the contact person for employee benefits and payroll clerk. In addition, the incumbent is responsible for a variety of administrative and support functions. Under general supervision performs various administrative, secretarial and reception duties requiring some independent judgment in support of the CEO & CFO.

#### **ESSENTIAL FUNCTIONS**

- Act as Administrative Secretary to the CEO, CFO and HWE Board, with the following responsibilities, including, but not limited to: coordinate meeting arrangements and reservations, prepare correspondence on behalf of the Board, prepare and distribute Highwater Ethanol, LLC Board agendas.
- Prepare HWE Board minutes for approval and entry into the permanent record. Distribute approved minutes to HWE board members and HWE Auditors.
- Perform a wide variety of secretarial and receptionist duties including; answering and directing phone calls, distributing messages, mailings, typing letters, documents and memos, and ordering office supplies for the plant.
- Responsible for daily reports and settlements: Modified Distiller Report, Corn Oil Report, Dry Distiller Report and FSMA Report.
- Review Employee Time Report on a daily basis and distribute to management.
- Administer HWE employee benefit programs, coordinate and complete benefits enrollment (new and renewals), assist employees with benefit questions and concerns, and research areas of administrative concern and contact insurance representatives.
- Creates information directories, folders and files on a personal computer using advanced spreadsheet and database skills for record keeping as well as hard copy files of incoming and outgoing materials as appropriate.
- Responsible for maintenance of all personnel files in accordance with data practices, records

retention and other pertinent statutes or requirements.

- Responsible for monthly employee anniversary list updates, to include notification of performance evaluations and payroll salary changes.
- Coordinates compliance with various regulations, such as COBRA, FMLA, WC and other required programs. Maintains records and communicates with employee, department, payroll and others.
- Assists with Human Resources Management procedures, compensation scheduling and employee insurance as well as assisting with advertising, interviewing, hiring, orientation and termination or resignation processes as directed.
- Conducts new employee orientation; explaining policies and procedures. Assures that all procedures and forms are completed.
- Assists with risk management activities, to include reviewing and updating of property and casualty insurance records and filing claims.
- Carries the primary responsibility for design, editing and distribution of HWE newsletter.
- Carries the responsibility for implementing and coordinating an Employee Recognition program for recognition of staff during the Board meeting.
- Creates and maintains a HWE Employee photo ID directory in conjunction with employee identification program for security.
- Works with CEO, CFO and management to draft and revise job descriptions for all department positions.
- Update handbook to keep policies and procedures current and in compliance with State and Federal Law.
- Performs research on various human resource related items as required.
- Responsible for the completion of the bi-weekly payroll for all HWE employees. This includes maintaining all master files, schedules and related information.
- Responsible for maintaining accurate records for Highwater Ethanol shares/stock; tracking share/stock transfers, sales and related items for our member owners.
- Work with FNC Ag Stock on coordinating share/stock sales. Ensure compliance with Federal laws, rules and regulations and SEC {Security Exchange Commission} compliance.
- Work with SEC Attorney for filing of 8K's and annual 10K.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

### **BASIC QUALIFICATIONS**

- Graduated from high school with two years of post-secondary coursework in human resources management or related field.

### **PREFERRED QUALIFICATIONS**

- Minimum of two (2) years' experience in Administrative, Payroll, Recruiting and/or Human Resources preferred.
- Advanced skills in Microsoft Office to include Word, Excel and PowerPoint.
- Advanced written and verbal communication skills.
- Strong organizational skills.

### **WORKING CONDITIONS AND ENVIRONMENT**

This job operates in a professional office environment and routinely uses standard office equipment. The individual may encounter significant emotional strain or tension.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.