C:\Users\lfox\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\XZZPGM4T\Company logo1.gif **Position Description**

**Human Resources Representative**

**Job Summary:**

This position reports to the Human Resources Manager and is responsible for providing support for all functional areas of HR, including recruiting, benefits, compensation, training and development, employee relations, performance management, employee engagement activities, compliance and administering policies and procedures.

**Key Responsibilities:**

* Assist with recruitment activities, including job postings, sourcing candidates, reviewing resumes, phone screens, coordinating interviews, conducting non-exempt level interviews, administering pre-employment background checks and reference checks. Also, assist with recruiting events and coordinate temporary staffing activities.
* Conduct benefits administration responsibilities, including processing enrollments and terminations and reconciling monthly billings. Assist with employee benefit questions and the annual benefit open enrollment process.
* Provide back-up support for payroll and be able to process bi-weekly payroll as needed. Run reports out of the CBiz payroll system.
* Facilitate new employee orientations and assist with onboarding activities.
* Assist with administering company policies and procedures and supporting compliance initiatives.
* Be a resource for all employees regarding company policies and procedures and for those who seek advice relative to questions or concerns about their work environment.
* Assist with administering the compensation and performance management programs and supporting training and development initiatives.
* Provide back-up support to Receptionist for daily break periods and vacations.
* Maintain the company directory, organizational chart and information provided on the company intranet.
* Participate on the company Safety Committee and support safety initiatives as directed.
* Provide administrative support to the executive team as needed.
* Able to comply with sensitive and confidential information.
* Other duties as assigned.

**Required Qualifications:**

* Bachelor degree in Human Resources, Business or related field, or equivalent experience.
* Two years relevant Human Resources experience.
* Experience processing payroll.
* Highly organized and great attention to detail.
* Strong interpersonal and communication skills.
* Demonstrated proficiency with Microsoft Office tools, including Word, Excel and PowerPoint.
* Proven strength in analysis and creative problem solving.
* Takes initiative and has a passion for process improvement.
* Ability to maintain employee confidence and protect the operation by keeping human resource information confidential.

**Preferred Qualifications:**

* Manufacturing industry experience.
* Experience with CBiz.

**Company Description:**Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: [mcchr@microcontrol.com](mailto:mcchr@microcontrol.com) to be considered for this position (using the job title for the subject).

Micro Control Company  
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