

BUTTERBALL® FARMS, INC.

Imagine Butter Differently

[Butterball Farms, Inc.](#) is a world-class food manufacturer on a mission to Enrich Lives and has been recognized as a West Michigan and National Best and Brightest company to work for three years running. With over 60 years in the industry Butterball Farms, Inc. is proud to give back to our employees, communities and neighbors. We imagine butter differently, have a highly recognizable client list and are known by our customers for our innovation, reliability, responsiveness, and our value-add approach to business. Our amazing culture is recognized globally. We are financially sound, rapidly growing and poised for continued success.

Are you a self-starter looking for a fast-paced innovative environment where you can manage multiple projects and tasks simultaneously? Do you like to take care of details and provide support to multiple people to help the team be successful? This opportunity may be what you are looking for. Butterball Farms, Inc, is currently seeking a highly-motivated, results oriented full-time HR Administrative Assistant to join our growing organization based in **Grand Rapids, MI**.

HR Administrative Assistant

The selected applicant will be responsible for creating a professional and customer-centric first impression to reflect our company mission and values through quality and responsive in-person and telephone interactions with internal and external customers.

Essential responsibilities will include:

- Take accurate meeting minutes for and support multiple teams
- Executive calendar management
- Coordinate ongoing meetings and information with outside vendors
- Member of team that provides back-up coverage for reception/telephone
- Replace employee prox. badges and administer attendance system
- Post information including employee schedules (electronic and paper)
- Filing (paper and electronic)
- Onboarding/offboarding duties including entering employee information into multiple systems
- Distribute and ensure timely completion of performance evaluations
- Accurate and timely completion of employment verifications
- Responsible to gather and input monthly metrics
- Invoice reconciliation
- Project management including grant coordination, customer assessments and audits, researching options and policies
- Support coordination of customer visits Travel and meeting planning
- Company photo management
- Event coordination

The attributes and experience that are desired:

- Honest, ethical and positive approach
- High attention to detail and accuracy
- Impeccable organizational skills with ability to balance and prioritize own time and responsibilities with the schedule of executives
- Strong and effective interpersonal skills in communicating and listening to others
- Ability to thrive in a high energy, deadline and results driven organization
- Friendly personality
- Good keyboarding/typing skills
- Flexible to changing priorities
- Event planning and coordination
- Working knowledge of administrative and clerical procedures and systems
- Ability to read or listen to someone and understand the points being made and able to articulate the summary of points
- Excellent working knowledge of all Microsoft Office programs Excel, PowerPoint Presentation, Outlook, Visio, MS Project. Embrace technology.
- Problem-solving abilities by using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems
- A proactive approach to identify problems as well as potential problems
- Ability to work autonomously as well as with a team
- Strong writing skills
- Current with technology and ability to utilize to improve efficiency
- Possess a valid driver's license
- High school diploma required, Associates or Bachelor's degree in Business Administration or Human Resources related preferred
- Two to three years of experience providing support at an executive level preferred

If you have the above qualifications and want to be part of a growing, fast-paced organization that lives the mission of " *Enrich Lives* ", please email your resume to resumes@butterballfarms.com.

Butterball Farms, Inc. is proud to be an Equal Opportunity Employer