



# MB HUMAN RESOURCES ADMINISTRATOR

## Position Overview

MB Manufacturing is seeking an HR Administrator; this key role helps maintain operations and ensures employees are in a safe work environment. Works closely with the President, Plant Supervisors and Managers, and HR Payroll Manager.

## Responsibilities

### *Human Resources:*

- Document disciplinary warnings to personnel for Supervisors
- Handle Workers' Compensation Claims in tandem with our BWC vendor
- Maintain OSHA logs; stay up-to-date on BWC classes and filings
- Assist with onboarding processes
- Address Benefit issues for employees
- Process unemployment claims
- Maintain confidentiality in all matters, including HIPAA
- Maintenance of vacation schedules, drug testing schedule, and others
- Distribute 401(k) applications to eligible employees
- Maintain company bulletin boards in up-to-date/legal compliant manner

### *Payroll:*

- Check and update time & attendance system, notifying Management of attendance issues; Tracks attendance bonus
- Approving all employees' time cards; 110-120 employees
- Maintain employee information in an external payroll processing system
- Enter wage garnishments
- Maintain employee insurance information
- Distribute performance/rate evaluations to Supervisors for employee reviews
- Process employment verification requests

### *Administrative:*

- Process requests including correspondence for Managers and Supervisors
- Process paperwork for Accounts Payable

## Key Attributes Needed

- A SHRM degree, certificate, or similar advanced education a plus
- Human resources: 2 years (Preferred)
- Outgoing personality with good time management skills
- Ability in handling confidential information
- Strong Organizational skills
- Proficient in Microsoft Office and web-based software platforms
- Manufacturing experience and Spanish speaking a plus
- Excellent oral and written communication skills, with proactive work ethic



## M. BOHLKE CORP. SNAPSHOT

M. Bohlke Corp. is a world leader in architectural wood products.

We strive to provide our clients with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of earth's most beautiful resources to enrich the world around us.

Family owned and operated since 1966, we have led the veneer industry in many technological innovations. We are a dynamic, international company known for industry leadership, expertise and our hardworking team environment.

[mbvener.com](http://mbvener.com)

8375 N. Gilmore Road | Fairfield, OH



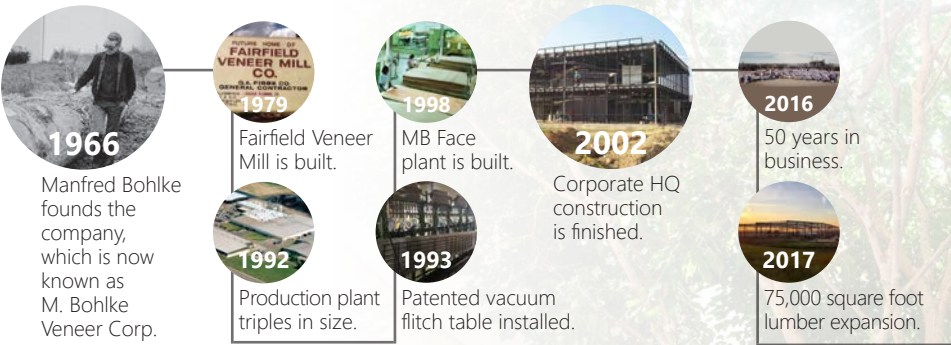


# ABOUT M. BOHLKE CORP.

## Our Culture

We feel that dedicated people are the key to our success. Through the efforts of our team, M. Bohlke Corp. has become a world leader in the wood industry. Over 50 of our 200+ employees have spent 25+ years with us! Our office is located in Fairfield, OH, just north of Cincinnati.

## Our History



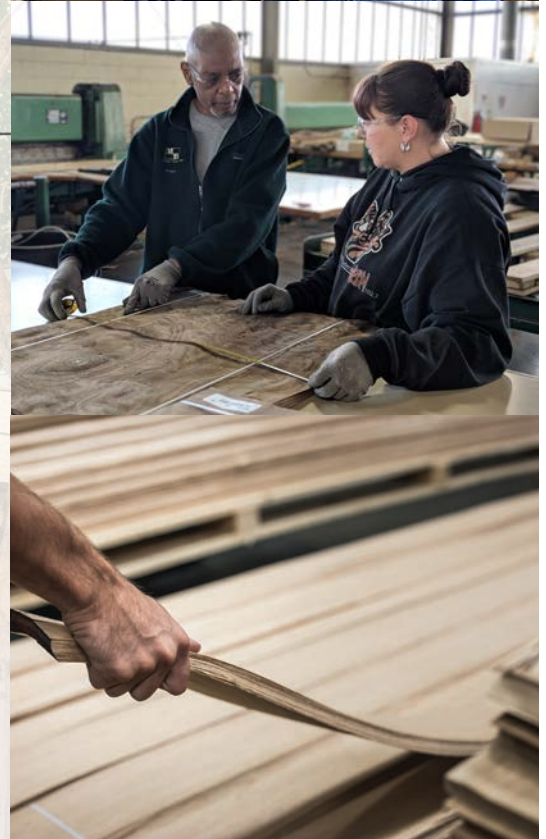
## Benefits Overview

- Health and dental insurance.
- \$15,000 life insurance policy to the age of 65.
- Matching retirement contributions equal to 50% of the first 4% that an employee contributes, or 2%.
- A Perfect Attendance Bonus for hourly employees.
- Nine paid holidays.

## Environmental Responsibility

We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

Over the years, we have invested, developed and patented technology to produce the most out of veneer quality logs. From our knife grinder to our patented vacuum flitch beds, we have increased yields, allowing us to make the most out of our natural resource.



Proud member of:

Proud supporter of:



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