

MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150
PHONE 715/756-2311 • LBR. SALES: 715/756-2287 • FAX: 715/756-2386



1ST POSTING

OPEN TO ENROLLED MENOMINEE

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: February 23, 2018 (12:00 pm)

Job Title: HR Clerk

Supervisor: Human Resource Director

Status: Regular Full-time

Rate: BOE

SCOPE OF WORK:

This position is responsible for the coordination and processing of information, requests, and employment status change, as well as general office work of the HR function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must have the knowledge, skills, and ability to perform the following:

1. Microsoft Office products to perform clerical functions; including Outlook, Excel, Word, Publisher, and Power Point.
2. Experience with Great Plains.
3. Experience in the use of HR forms for processing employment data.
4. Experience in general office work for an HR function.
5. Efficient and effective filing practices.
6. Documenting and maintaining records of an HR function.
7. Completing employment forms and data entry, accurately.
8. Assisting with job postings and assembling interview packets.
9. Draft professional memorandums, brochures, and reports for the department.
10. Monitoring and submitting billings and invoices for timely payment.
11. Communicate in a professional manner to maintain effective relationships with employees, supervisors, and others.
12. Maintain the strictest confidentiality.
13. Process I-9 forms and special tax exempt status where applicable.
14. Work with other departments effectively to maintain up-to-date information.
15. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Required to wear necessary safety protection when in applicable areas and comply with all safety policies and practices of MTE. Must be able to lift up to 25 bs.

QUALIFICATIONS:

At a minimum, must possess a high school diploma, **and** minimum three years office experience, and Knowledge of Human Resources practices in a manufacturing environment.

APPLICATION PROCESS:

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork
5. Copy of Driver License if applicable

Note: It is the applicant's responsibility to provide all relevant documents referenced in the application process, any incomplete applications will be screened out. It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:

Antoine Chevalier, Human Resource Generalist
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150
Email: antoinec@mtewood.com
Fax: 715-756-1314
Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.