

Administrative Assistant/Human Resources Specialist

Job Description:

Inter-Med/Vista Dental Products is seeking a friendly, outgoing individual to perform the following duties and responsibilities:

Responsibilities:

- Provide administrative support to the CEO including scheduling appointments, meetings and conference calls, screening telephone calls and taking messages, filing, faxing, copying and coordinating travel. Responsible for ordering office supplies and furniture. Make service calls as needed for office equipment.
- Coordinate company recruiting process by posting open positions and screening resumes. Process and administer new hire paperwork, keep personnel files organized and updated.
- Respond to Unemployment Claims and attend Unemployment Hearings.
- Track employee attendance, enroll employees in health and dental insurance and other benefit programs.
- Communicate daily with employees, managers and supervisors concerning work-related issues.
- Assist in payroll processing.
- Arrange employee activities and holiday events. Place delivery orders for company meetings and functions.
- Participate in special projects and perform additional duties as required.

Qualifications:

- Associate or Bachelor's degree strongly preferred or relevant experience required.
- Proficient in Microsoft Outlook.
- Ability to work closely with all levels of staff.

For more information, please contact Amy Tuttle at 262.631.5304 or via e-mail at atuttle@vista-dental.com.

Vista Dental Products is an Equal Opportunity Employer