



Human Resources Assistant

About The Equity

The Equity is an independent ag cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 19 locations and covers South-Central Illinois and Southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and Retail Store, plus a Precision Agronomy dealership. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers. Our core values, profitability, customer focus, constant improvement, integrity, and accountability have led to our success and continue to keep our company strong into the future. We hold sacred our brand promise of offering the best products, latest technology, and high-quality service, done right!

Benefits Overview

- Competitive Compensation
- Insurance including Medical, Dental, Vision, Company Paid Long Term Disability, Company Paid Life & AD&D, and Employee Assistance Program
- 401k program – up to 6% match
- Company Bonus Program – earnings based on local return on sales.
- Time Off – earn 6 paid time days per year, earn 10 days' vacation – more with tenure, and 11 paid holidays.

About the position

Location: Corporate Office, Effingham, Illinois
Reports to: HR Director
Compensation: \$18-\$22 per hour

Required Knowledge, Skills, and Leadership Characteristics:

- Associate Degree in Business or related field preferred
- Prior experience is a plus
- Proficient with Microsoft Office Suite
- Demonstrates ability to communicate effectively with management and employees
- Possess a self-motivating personality as well as team building skills
- Ability to multitask and effectively handle multiple projects and timelines
- Must have a valid driver's license and good driving record
- Utmost confidentiality with employee information is a must
- Bi-lingual a plus

Key Responsibilities:

1. Follow all established personnel and safety policies and procedures
2. Responsible for the onboarding and training processes of new employees
3. Manage necessary training for employees to keep employees and Effingham Equity compliant.
4. Assist with projects in Human Resources Department
5. Assist with scanning and filing
6. Manage applicant tracking system and job postings
7. Attend career fairs as needed
8. Manage uniform program
9. Maintain job descriptions in HRIS system

Travel: The position may require travel to Effingham Equity facilities, meetings and seminars.



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Work Environment: While performing daily duties the employee will be sitting at a desk for long periods of time. Must be able to lift up to 25 pounds. May require extended hours.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time. ZR

Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.

Submit resumes to Robin Brown by Friday, April 26, 2024