



**Beacon Industries (Newington, CT)** is now expanding its **Human Resources** department and is searching for a well-rounded **Administrative Assistant** to support the HR functions of our company. This position will be responsible a wide range of administrative tasks, and will function as the primary assistant to the HR Manager. The ideal person for this role can prioritize multiple tasks effectively, is resourceful, well organized, computer savvy, and possess excellent verbal, written, and administrative skills.

**POSITION SUMMARY:**

Supports HR team with general administrative support, and provides general HR services, guidance, and support companywide. Maintains filing system, vacation/holiday calendar, and administers payroll. Assists as needed in administration of hiring, terminations, performance evaluations, disciplinary actions, and other general HR functions.

**ESSENTIAL FUNCTIONS:**

- Perform a variety of HR administrative support duties that could include maintaining the employee files, processing payroll, and handling confidential company records.
- Performs general office support functions such filing, copying, answering phones, managing calendars, organizing appointments, and interfacing with company personnel.
- Provide support in processing applications, screening, and recruiting for all positions including phone screening, scheduling, and conducting interviews with particular emphasis on non-exempt hourly positions.

**QUALIFICATIONS:**

- Associate's degree required. BA preferred. HS diploma and equivalent of related Human Resources experience may be considered in lieu of degree.
- Required 2-3 yrs. experience in Human Resources/Office Administration. Payroll administration or recruiting experience desired.
- Must have excellent interpersonal, verbal and written communication skills.
- Past experience exercising discretion and working with confidential information required.
- Excellent multitasking and time-management skills and the ability to follow directions and quickly learn new tasks required.
- Strong computer skills creating documents from Microsoft Office (Word, Excel, PowerPoint, and Outlook), and ability to research topics online.
- Ability to maintain records, including organize, file and create and maintain filing system.

**BEACON EMPLOYEES ENJOY:**

- Career opportunities in Advanced Manufacturing
- Friendly & Professional Work Environment
- Strong Compensation Packages
- Lucrative Shift Differential Pay for 2nd shift
- Generous Paid Time Off & Paid Holidays
- Excellent Health Benefits Package
- Plus 401K & Tuition Reimbursement

If you're looking to join a company that can give you the opportunity to work with a team of skilled professionals, state of the art machinery, aerospace-grade materials, and cutting edge technology....look no further. Our production team and machinists manufacture some of the most complex parts in our industry, and now you have the opportunity to join our team!

For consideration, please send a copy of your resume to [HR@beacongp.com](mailto:HR@beacongp.com) and complete the application process.

**ABOUT US:**

Beacon Industries has built its reputations within the aerospace industry for being a world class manufacturer of major rotating components, supporting turbine-engine OEM companies around the world. We manufacture and supply our customers with the most complex components, built to their exacting standards, by some of the most experienced people in the aerospace manufacturing industry - and this is the main reason for our continued success.

For over 65 years, our customers have trusted Beacon to manufacture their products. This trust and responsibility has been earned over the years by supplying quality parts, on time, and within budget. Beacon is able to provide this level of service due to its unique capacity in Broaching, Grinding, CNC turning, and (5 axis) milling supporting the manufacturing of small and large parts alike. We have an array of supporting services in-house which include Design, Programming, and Quality Engineering support.

In addition to and in support of our these resources, Beacon has a full complement of precision machinery and conventional equipment paired with an wide selection of in-house services which include CMM, FPI & MPI NDT Inspection, Spin Balance Testing, Shot-Peening, and much more!

Beacon Industries is a privately held, woman-owned company, and is a US DOD classified small business with NADCAP, ISO9001-2008 and AS9100C certifications.

Beacon Industries offers competitive wages and benefit packages plus 401K, tuition reimbursement, and second shift differential pay.

Beacon Industries is an Equal Opportunity Affirmative Action Employer. EOE M/F/D/V

Only those who meet the minimum qualifications will be contacted for an interview.

**Please, no telephone calls from search firms or headhunters.**