



**Human Resources**  
411 Farwell Avenue  
South Saint Paul, MN 55075  
651-552-5253  
hr@sportsmansguide.com

### **Human Resources Administrative Assistant**

We have a fantastic opportunity for a Human Resources Administrative Assistant within our Human Resources department. In this role you will be responsible for performing a wide variety of administrative and coordinating functions for the Human Resources department in a manner which consistently provides effective assistance and support. Also provide administrative support to the President and CEO.

Main responsibilities include:

- First point of contact/reception for the Human Resources department.
- Makes travel, hotel and car rental arrangements. Coordinates Trade Show calendar and registers people for shows. Makes travel arrangements for department, including booking airfare, hotel, and car rental. Assists foreign vendors with local hotel arrangements.
- Answer questions related to company policies, benefits, and procedures to employees or job applicants.
- Assist with recruitment efforts including job advertising, sorting applications, processing background screen, conduct new hire orientation and onboarding, complete and maintain I-9 forms.
- Enter new hire information into HR System and file employee information as required.
- Support HR initiatives including safety, wellness, affirmative action, staff retention and employee engagement programs.
- Perform other duties in support of the human resources function including maintenance of employee files, recordkeeping data entry and reporting.
- Serve as point of contact for designated vendors of the Human Resources department and serve as point of contact for our coffee and food service suppliers
- Coordinate and order meals for special corporate/vendor/visitor meetings and events
- Performs other administrative duties as assigned

### **Minimum Education, Experience and Knowledge:**

- At least 2 years of administrative support in an administrative support function
- 2-year post-secondary education/training or equivalent experience
- Strong technical skills including proficiency with Microsoft Word, Excel, PowerPoint, and Visio
- Ability to handle confidential information with the utmost judgment and discretion.
- Ability to communicate effectively, both verbally and in writing, with a wide variety of customers, Company personnel and others.
- Knowledge and experience with HRIS/payroll systems preferred (i.e. ADP, SAP, PeopleSoft) is highly desired

The Sportsman's Guide offers an excellent compensation/benefits package; including medical, dental, vision, 401(k), paid parental leave, PTO and fantastic merchandise discounts. Please email your resume along with salary requirements to hr@sportsmansguide.com.

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