

## HR Recruiter / Business Support Specialist

### Job Description

May 27, 2022

#### **Overview:**

The HR Recruiter/Business Support Specialist will contribute to the success of Artistic Composite Pallets by complete tasks related to: Recruiting, Administrative, Accounting, Projects and Customer Service while working as a team and helping the business be successful overall.

#### **Superior Performance Objectives:**

- Recruit high caliber employees that help Artistic to succeed and remain with the company long term.
- Demonstrates positive attitude, good communications, mutual respect, and teamwork among fellow employees.
- Foster a positive company culture
- Processing all aspects of Business Central, including POs, SOs, AP, AR, Inventory and Collections with minimal errors and great attention to detail.
- Timely completion of task list items
- Positive 360 Degree Survey results.

#### **General Duties:**

- Recruiting, Posting Jobs, Scheduling Interview, Attracting Top Talent.
- Assist with Onboarding; explanation of benefits, new employee forms, scheduling and tracking training
- Provide timely response to emails and phone calls from internal and external customers/vendors
- Operating and maintaining Microsoft D365 Business Central (BC)
- Implement and Maintain Warehouse Management Software within BC
- Setting up new customers and vendors
- Purchasing, scheduling, delivery of products and paying vendors
- Work with customers to provide answers to their questions (Order Delivery Status)
- Obtain competitive quotes from multiple suppliers as well as generating purchase orders to the suppliers.
- Communicate delivery status of ordered items
- Arrange freight for pick-up/delivery: packing slips, bills of lading
- Tracking and purchasing Kanban stocked items: production and office related
- Answer and direct phone calls
- Work independently, take initiative, set priorities, and see projects thru to completion.
- Overall organization and cleanliness of the office spaces
- Running reports
- Track and provide expense documentation for state training grants
- Invoice customers and follow up to make sure invoices are paid in a timely fashion
- Track costs/hours by product within Business Central.
- Maintain a consistently positive, enthusiastic attitude.
- Assist in any way possible to help Artistic Composite Pallets be successful.

- Setup and help setup corporate social events.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree or equivalent years of professional experience in Business Administration, Human Resources, Accounting, or related field
- Strong computer skills, including experience in word processing, spreadsheets, photo editing and accounting software. A working knowledge of Microsoft D365 Business Central or NAV is a plus.

**Attributes:**

- Strong people skills and able to work under pressure with a positive attitude
- Excellent written and verbal communication skills and strong organizational skills.
- Ability to apply analytical and interpretive skills to problem solving.
- Ability to travel for the purpose of training as required.
- Ability to work with variety of personalities and respectfully voice your opinion.
- Reliable, Energetic, and Optimistic
- Positive, team-oriented attitude
- Comfortable working in a manufacturing company.
- Excellent organization and prioritization of daily tasks and projects
- Has a good sense of the cultural heartbeat of our company.
- Responsive to requests.
- Work well with others on the Artistic team. Has fun!
- Ambition and desire to succeed.

**About Artistic Composite Pallets:**

Artistic Composite Pallets produces industry leading, automation ready, creative, and inspiring composite pallets using world class engineering, cutting edge manufacturing, and inspiring imagery.

To meet these goals, we provide a work environment that our people are proud of and committed to, where all employees have an opportunity to contribute, learn, grow, and advance based on merit. We ensure our people feel respected, are treated fairly, listened to, and are engaged. Above all, we want satisfaction from accomplishments and friendships, blended personal and professional lives, and to have fun as we compete in the marketplace.

In addition to exciting work at a growing company, we offer the following benefits:

- Health, Dental, and Vision Insurance
- 401(k) Retirement Plan with a company match
- Vacation/Holiday Pay
- Tuition Reimbursement
- Volunteer Work
- Company Social Events

**Specific Duties:**

- Scheduled Meeting and Reports:



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Carmel, Indiana 46032  
+1 (317) 960-5813

Description:	Frequency / Due Date:
Weekly Corporate Meeting	Weekly
Recruiting Review Meeting	Weekly
Weekly One-on-One Meeting with Garrett	Weekly
HR and Accounting Review Meetings	As needed
Spring Cleaning of Office	April
Day of Caring	Annual

Date: 5/27/2022

Version: 1

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Signature Date: \_\_\_\_\_

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