TREAD CORPORATION

176 EastPark Drive
Roanoke, VA 24019
Phone (540) 982-6881
www.treadcorp.com

Job Description – Office Manager-Human Resources Assistant

DESCRIPTION

As the Office Manager-Human Resources Assistant, you will ensure that the facility runs optimally by managing the day-to-day requirements of the office and assisting with all aspects of human resource management. In this highly visible role, you will help drive the Tread "CAN DO" culture and spirit across all departments.

SPECIFIC RESPONSIBILITIES

- Office Management/Executive Assistance
    - Organize meetings and appointments
    - Greet visitors and guests
    - Maintain office and meeting supplies
    - Arrange meals for meetings
    - Receive and direct phone calls
    - Assist with monitoring and communicating progress on improvement objectives
    - Provide general administrative support and other office functions as needed
- Human Resources Assistance
    - Facilitate Human Resources/Payroll needs with outside providers
    - Maintain a high degree of diligence in safeguarding extremely sensitive and confidential information
    - Assist with on-site employee activities including recruiting and on-boarding of new employees
    - Keep a finger on the pulse of the workforce morale and communicate changes to management
    - Organize employee meetings, events and activities
    - Prepare monthly Company newsletter and Townhall meetings

PERSONAL ATTRIBUTES

- Adhere to schedules and commits to meeting deadlines (Reliability)
- Display a high degree of accuracy and attention to detail (Competency)
- Take initiative to improve processes and solve problems (Innovation)
- Understand priorities and applies an appropriate sense of urgency to fulfilling them (Prioritization)
- Demonstrate ability to minimize distractions In order to maximize productivity (Focus)
- Communicate effectively in a professional and personable manner (Communication)

REPORTING RELATIONSHIPS

Reports to the President with secondary oversight by the Chief Financial Officer