



Office and HR Assistant

This position is responsible for performing a variety of administrative duties relating to personnel functions including Employment Recruitment, FMLA, Benefits Administration and Workers Compensation.

Essential Duties Include:

- Assist in staffing needs/recruitment, teammate orientation and testing
- Provide general HR, clerical and administrative support to Office Manager
- Maintain personnel records, providing information/forms for employees
- Maintain various logs on manning, attendance, vacations, medical notes, disciplinary warnings and training
- Generate I.D. badges and security system

Double H offers competitive pay and benefits!

Send in your resume by mail, email or fax:

Double H Plastics
50 West Street Road
Warminster, PA 18974
Email: jobs@doublehplastics.com
Fax: 215-394-4098