

Winslow Automation, Inc. / SIX SIGMA, an industry leader in electronic component soldering and other packaging services, is seeking a creative, mechanically inclined and quality conscious individual to join our team in Milpitas, CA.

We are currently hiring a **HR Assistant** for Day Shift.

Job Responsibilities:

- Keeps all matters related to HR activities CONFIDENTIAL.
- Participates in recruitment efforts (i.e. posts job ads, manages applicant tracking system, screens resumes and employment applications, schedules job interviews, assists in interview process, completes candidates reference and background checks, generates offer letter)
- Assists hiring managers in creating job descriptions.
- Assists with day to day operations of the HR functions and duties.
- Assists Company meetings and other events.
- Performs administrative duties and record keeping.
- Provides support on training program.
- Receives and screens visitors and telephone calls.
- Welcomes visitors by greeting, answering or referring inquiries.
- Completes special projects as assigned.

Education:

- AA or BA degree preferred.

Experience:

- Minimum 2 years human resource and relevant experience.

General Requirements:

- Strong customer service and relationship building skills.
- Strong Microsoft Office applications experience, including Word, Access, Outlook, PowerPoint, and Excel.
- Excellent verbal and written communication skills.
- Strong attention to detail and highly organized.
- Ability to work with people of diverse backgrounds.
- Ability to perform at the highest level in a fast-paced environment.
- Valid California Driver's License
- Required to be a US Person due to ITAR exposure (i.e., citizen, permanent resident, refugee)

Physical Requirements:

- Ability to lift, carry, push objects up to 20 pounds.
- Sitting, standing, walking, computer and/or phone use up to 8 hours per day

This position requires handling of product or information which is subject to ITAR regulations. Applicants must be either a U.S. citizen, U.S. Permanent Resident (i.e. a Green Card Holder), Political Asylee, or Refugee.