

WEHCO VIDEO CLIENT CARE RECEPTIONIST/HR GENERALIST

Job Type: Full Time
Hourly wage: based on experience
Location: Client Care – Bryant, AR
Work Schedule: Monday-Friday – 8:00 AM to 5:00 PM
Reports to: Vice President of Marketing and Client Care

The position will work in the Client Care office in Bryant, AR. Primary responsibilities include recruiting for applicants for the Client Care agent positions, coordinate job fairs and on-site recruiting events, college site recruiting events, and local area initiatives. Process new hire paperwork, facilitate insurance enrollment, assist agents with employee portal, and accurately track EEOC activities. Other duties include routing calls, assisting management staff, general filing, manage petty cash, and other duties as assigned. Also, must be detail-oriented, self-motivated, friendly and dependable.

Duties and Responsibilities:

1. Maintain confidentiality at all times.
2. Ensure desk is opened at the designated time and conference room and common areas are neat and clean and ready for meetings.
3. Answer phones within 3 rings in a pleasant and efficient manner.
4. Greet and assist visitors to the office in a timely manner.
5. Receive packages at front desk and notify recipient of delivery in a timely manner.
6. Filing, faxing and correspondence as needed.
7. Receive, organize, track and maintain new employment applications.
8. Schedule all agent employment interviews.
9. Maintain several spreadsheets created to track;
 - Applications received and interviews outcome
 - New Hires
 - Terminations
 - Interviews Scheduled
 - Active employee insurance coverage
10. Maintain updates to the company intranet (MOM).
11. Communicate with payroll clerk to process employee forms.
12. Coordinate and manage recruiting efforts.
13. Post job openings with recent job descriptions within guidelines of the EEO reporting. Maintain EEO reporting processes.
14. Enroll employees for Insurance and Supplemental Benefits.
15. Perform Safety Training classes to existing and new hire employees.
16. Other duties as assigned by management.

WEHCO VIDEO IS AN EQUAL OPPORTUNITY EMPLOYER.

WEHCO VIDEO DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR GENDER. APPLICANTS MAY NOTIFY THE EEOC, FCC, OR OTHER APPROPRIATE AGENCY IF THEY FEEL THEY HAVE BEEN DISCRIMINATED AGAINST.

