



## **HR/Administrative Assistant**

DeltaTech Controls, is a leading global supplier of operator interface control solutions for off-road vehicle OEM's. Our business is clearly focused on the global leaders in the off road vehicle industry and we are experiencing significant growth in this strategy. Our core products include vehicle electronic control systems, electronic joysticks, multi-function grips, and electronic displays.

We currently have an opportunity for an Administrative Assistant to provide primary support to the General Manager and the HR Manager. This position will also provide general administrative support to other departmental managers and all site employees.

Primary responsibilities will include;

- Coordinate business travel (domestic and international).
- Prepare general and financial reports and presentations.
- Assist in preparation for company meetings and events, including meals, refreshments and venue.
- Prepare meeting minutes.
- Support general day to day activities of the General Manager and the HR Manager.
- Process outgoing mail, retrieve and distribute incoming mail.
- Place orders for office supplies.
- Assist in scheduling candidate interviews.
- Prepare new hire documents.
- Prepare and conduct new hire orientation.
- Distribute bi-weekly payroll checks.
- Set-up files for new hires.
- Participates in Safety Committee.
- Process time off requests.
- Responsible for maintaining all business and employee information in the strictest confidence.
- Other duties and projects as assigned.

Requirements;

- A minimum of five (5) years of administrative support.
- A two (2) year degree in business or related is preferred.
- Proficient in all MS Word applications (Excel, Word, PowerPoint), experience with ADP ezlabor manager is a plus.

- Exceptional interpersonal, written and oral communication skills.
- Attention to detail and a high degree of accuracy in all work performed.
- Proven ability to manage multiple priorities and projects in a fast paced environment and prioritize and organize work.
- Demonstrated ability to maintain a high level of confidentiality.
- Must be an ambitious self-starter that takes initiative and has the ability to work with autonomy.
- Must have the ability to identify challenges and implement solutions.
- Very professional and courteous in all interactions and demonstrates a positive attitude.
- Ability to work with outside vendors to build rapport.
- Dependable and reliable.

Qualified candidate may submit their resume with salary requirements to;

DeltaTech Controls  
Human Resources  
5288 Valley Industrial Blvd. S.  
Shakopee MN 55379  
Fax: 952-233-9755  
Email: [resume.submissions@coactive-tech.com](mailto:resume.submissions@coactive-tech.com)  
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