



PRECIPART™

## Human Resources Assistant

Precipart, located in Farmingdale, New York, has an immediate opening for a Human Resources Assistant to support our busy Human Resources department. This position is a perfect fit for that detail oriented individual who also enjoys people interaction. The successful candidate will have a ground floor opportunity to work at a growing organization with seasoned professionals.

### Responsibilities

- Process benefit enrollment, change and termination forms
- Maintain and update various company listings
- Perform reference checks & background checks on applicants; proof and place ads
- Copying, compiling & distribution of materials, filing, scanning, data entry
- Answer HR telephone; manage walk-in applicants
- Assist with planning/implementing Company events
- Perform other tasks, as required

### Requirements

- Minimum 1 year of work experience
- High School diploma required, college degree preferred
- Detail oriented, highly organized, able to multitask
- Excellent communication skills (both verbal and written)
- Proficient in Microsoft Office applications (Outlook, Word, Excel, Access and PowerPoint) with ability to learn new programs
- Sensitivity to confidential matters

### Company Benefits

We look for long term employee satisfaction and offer a competitive compensation and benefit package, which includes:

- Base salary plus bonus program
- Paid time off
- Medical, dental and vision insurance, life insurance and long term disability insurance
- Profit sharing plan
- National Employee Assistance Program
- 529 College Savings Program
- Stable organization with opportunities for future growth within the company

### About Precipart

Precipart is a global company engaged in the engineering, design and manufacture of high precision custom solutions. We provide gears, mechanical components, assemblies, and motion control solutions to the most recognized names in the medical, aerospace and industrial markets. With offices in the United States, Switzerland, United Kingdom and India, we have over 260 employees dedicated to enhancing lives through innovative solutions.

### How to Apply

For immediate consideration please apply online at [www.precipart.com/careers](http://www.precipart.com/careers) under Human Resources Assistant.

Precipart is an equal opportunity employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.