



Amneal Pharmaceuticals is looking for an HR assistant/receptionist for our Brookhaven location. The candidate will provide quality HR compliance and administrative support to The HR Team, clients, and guests.

ESSENTIAL FUNCTIONS:

- Attend to visitors and responds to inquiries on the phone and face-to-face. Responds to general inquiries regarding the organization to the general public, clients and customers.
- Order flowers or gifts for employees on special occasions (baby's birth, death, illness etc.)
- Assist with other small projects (if required) audits.
- Maintain the vendor list; and interact with vendor to resolve any invoicing issues, if applicable
- Other duties as assigned
- Proficiency in verbal and written communication skills
- Have the ability to effectively learn and acquire new knowledge and skills
- Have a professional personal presentation
- Must be able to work under steady pressure with frequent interruptions and a high deal of public contact by phone or in person

EDUCATION:

- BA/BS degree preferred.

EXPERIENCE:

- 2 years or more preferably in Human Resources.

SKILLS:

- Proficiency in verbal and written communication skills
- Have the ability to effectively learn and acquire new knowledge and skills
- Have a professional personal presentation
- Must be able to work under steady pressure with frequent interruptions and a high deal of public contact by phone or in person
- Must possess strong interpersonal skills and excel at customer service
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be able to prioritize and plan work activities in order to use time efficiently
- Must be dependable, able to follow instructions and, respond to management direction
- Work well in fast past environment, and adapts well to changes
- Must exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Must anticipate needs, be proactive and show initiative; must be adept at problem-solving including being able to identify and resolve issues in a timely manner

To apply: <https://amneal.taleo.net/careersection/ex/jobdetail.ftl?job=2017-06-34>

Equal Opportunity Employer M/F/D/V

Amneal Pharmaceuticals is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.