



Position: Bilingual Human Resources Assistant (Spanish/English)

Compensation: Salary (based on experience)

Benefits Offered: Health, Dental, Life Ins., 401(K) with a company match, Paid Holidays, Vacation, Tuition Reimbursement, Annual Bonus, Onsite Wellness/Fitness Center, Voluntary Benefits include (Short Term Disability, Long Term Disability, Accidental Death, Critical Illness, Vision, Supplemental Life), and more.

Employment Type: Full-Time

Qualifications: Must be Fluent in Spanish & English (Written & Oral); Previous office or clerical experience are a plus; strong PC skills, including Word, Excel, excellent oral and written communication and problem-solving skills, demonstrated ability to work as part of a team and willingness to assist others and function well in a fast paced environment.

Job Summary: Under limited supervision, possess strong, positive customer service skills and prior experience assisting employees with a variety of HR related issues. Additionally, primary individual functions will include maintenance of all company training files, maintenance of employee HR and medical files, support and assistance of other HR office functions, including employment, time/attendance, benefits, etc. and related clerical assignments.

JOB DUTIES: (including but not limited to):

- Maintenance of all company training files/records.
- Maintenance of employee HR and medical files.
- Clerical duties as needed (typing, sort mail, sending fax communications, filing, etc.)
- Maintain Office supplies and replenish as necessary
- Spanish translation/interpretation of all Human resources communications.
- Serve as Interpreter for company activities.
- Perform other duties as assigned.

Keeps Confidential ALL related information

Working Conditions: Will include an office environment and facility environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

About Brakebush Brothers Inc. in Westfield, WI: As a family owned company, Brakebush celebrated their 90th Anniversary in 2015. Throughout the years, with the help of a dedicated, experienced workforce, Brakebush has kept the same ideals that our founders started - providing the highest quality products to meet the needs of restaurant operators, schools, healthcare facilities, convenience stores and everyone who wants to serve their customers great tasting chicken.