



## JOB DESCRIPTION

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Job Title: HR Assistant (part time/temp) Approved:  
Job Classification: Hourly FLSA Status: Non-Exempt  
Department: HR Reports To: HR Manager  
Work Location: Vista, CA

### **FLUX POWER, INC.**

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support equipment markets.

### **Job Summary:**

We are looking for a part time HR Assistant with outstanding administrative and communication skills. An HR Assistant should be a conceptual thinker with superb organizational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

### **Essential Duties and Responsibilities:**

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Documents and tracks human resources actions by completing forms, reports, logs, and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Accomplishes human resources department and organization mission by completing related results as needed.
- Performs other duties as assigned.

### **Required Education and Skills:**

- Bachelor's degree and/or work equivalent
- One year of human resource administrative support experience
- Microsoft suite experience
- Scheduling experience
- Spreadsheet experience
- Excellent verbal and written communication skills.



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### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Benefits:**

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Holidays

**Please review our career page at <https://www.fluxpower.com/flux-careers>**

*\*\*\*Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*