JOB DESCRIPTION
The Sanmina Fremont facility is a full-service enclosure systems solution manufacturing plant. Located in California’s Silicon Valley, this facility produces low-to-mid volume New Product Introduction (NPI) runs to full-scale volume. The Fremont facility offers everything from small piece parts to fully integrated and tested systems. In addition, this location offers in-house painting capabilities and flexible logistics solutions in distribution, inventory management and hubbing, as well as repa•

Job Purpose

As Plant Administrative Support, you’re at the heart of your team's business operations and activities and the soul that keeps your team moving forward. This role anticipates the needs of the managers and team members and helps them stay focused on their projects by resolving operational and administrative issues before they arise. Also uses that knowledge to strategically support team's projects. In addition to being organized and analytical, this role needs to posses strong communication skills to interact with a variety of people and job functions. As services.

Nature of Duties/Responsibilities:
•Performs payroll timekeeping administration-related functions, including but not limited to, processing and entering new hires in Shopview, process and review all payroll forms, processing final timecards, payroll status changes and tax forms for.
•Reviews and verifies payroll data in a timely manner by working with managers/supervisor on collecting appropriate approvals and payroll support forms, calculates overtime and other pay premiums, and enters payroll data for submission on a biweekly basis.
•Reconciles all payroll-related accounts and activities.
•Assist with the communication of the development and implementation of payroll practices, policies, and procedures.
•Assist with following compliance with payroll federal and state laws and as stated in the Employee Handbook.
•Reviews and downloads biweekly payroll.
•Address employee payroll inquiries, self service and time and attendance
•Support and assist all plant departments with daily needs.
•Coordinate meetings, compiling meeting materials, creating presentations and reports.
•Plan meetings and take detailed minutes.
•Assist in the preparation of regularly scheduled reports.
•Develop and maintain a filing system and record keeping for the plant records.
•Act as the point of contact and liaise with both internal and external clients/customers and managers.
•Any additional tasks request by management.
•Perform an extensive array of administrative tasks (manage calendars, book travel, and equipment).
•Coordinate duties for multiple offices.
• Build efficiency, responsiveness, and communication into existing operations, and help communicate new operational strategies around the plant.
• Serve as an administrative lead for the plant manager and management team in small projects.
• Support the plant with any employee events.
• Support the plant with any other administrative project as required or needed.

3 TO 5 KEY SKILL SETS REQUIRED
Education and Experience:
• High School Diploma required (Associate’s degree desired).
• Minimum 2 years of relevant administrative experience.
• Excellent communication skills and phone etiquette.
• Excellent organizational, interpersonal, and writing skills are required.
• Strong computer skills with proficiency in Windows applications. (Word, Excel, PowerPoint);
• Ability to successfully manage multiple tasks