

# Career Opportunity

## Corporate Affairs Specialist

Haney Business Ventures, Inc. (HBV) is a respected local enterprise with related companies/division in the media, marketing, construction, real estate, security, and transportation industries. Additionally, HBV provides business process outsourcing, investment services, and management consulting to customers in a multitude of industries. Located in Rocklin, CA HBV and its affiliates maintain about 75 employees and contractors. This is a brief advertisement for a potential career opportunity and is not meant to convey all aspects of the opportunity/position, but to simply provide you, the individual, a brief overview. Please read the entire advertisement and follow procedures detailed below if you are interested in applying for this position.

### **Basic Description**

- Rocklin CA based career opportunity focused on assisting company leadership with the administration of corporate affairs needs.
- Handle the completion, review, filing, and organization of regulatory and compliance records such as for agency bids, government or industry contracts, labor relations, health and safety, legal endeavors, and other items pertinent to private and public commerce.
- Assist with the preparation, administration, and filing of internal corporate documents related policies, procedures, and protocols.
- Upon need or request, research and investigate issues and concerns pertaining to legal, financial liability, or risk management.
- Serve as backup to human relations department including tasks such as processing payroll and attending to employee needs/concerns.
- Under management guidance, help administer corporate insurance needs including interfacing with insurance brokers and underwriters.
- Serve as backup to human relations department including tasks such as processing payroll and attending to employee needs/concerns.

### **General Requirements**

- Associate's Degree (AA/AS) or greater from an accredited institution in Legal, Government, Business, Management, or the like.
  - Preference will be given to candidates with an BA/BS or greater degree in Legal, Government, Business, Management, or the like.
  - At least two (2) years paid working experience in a similar or preparatory position that is directly relevant to this opportunity.
  - Detail oriented, organized, and superior task management skills. Individual will be responsible for solid organization of self and data.
  - Well-spoken and proficient in verbal communications (English) along with strong reading and writing comprehension (English).
  - Interfaces extremely well with other humans and has the ability to maintain high levels of day-to-day energy and enthusiasm.
  - Proficient with Microsoft Office programs (Word / Excel / PowerPoint) along with strong abilities related to CRM use.
  - Solid understanding of file systems for paper files along with electronic files & data stored locally and within Cloud-based storage.
  - Availability for regional and/or national travel as needed with reasonable and customary expenses related to such travel paid for.
  - Maintain valid California Driver's License along with minimum "point" count to be verified upon hire and periodically thereafter.
  - Safe, reliable, and legally owned/operated vehicle. This position may require local driving in order to perform related duties.
  - Must be able to pass a criminal records background check if requested at any time for reasons pertaining to the position or work.
- \* As relates to this position, employee will be required to stay proficient in his/her area of expertise at his/her own time & expense.*

### **Duration & Hours**

- Full-time position with expected +/- 40 hours per week, Mon - Fri from 8:00am to 5:00pm. Overtime may be available/required.
- Expectation is that most work will be conducted around normal business hours. However, schedule flexibility will be required as events, technical issues, and other activities will require participation after hours or on weekends resulting in non-traditional hours/days.
- Meals, rest periods, and personal time, such as for; general health, medical, or family needs will be provided as outlined by law/need.

### **Benefits**

- Employees may be able to accrue certain benefits upon completion of "new" (probationary) period and concurrent full-time work.
- Aside from mandated medical leave, qualified regular (non-new) eligible employees may be able to accrue Paid Time Off ("PTO"). PTO is generally used to cover approved and unpaid leave from the workplace, such as for; vacations, holidays, extended illness, etc.
- Qualified regular (non-new) eligible employees may be able to participate in the Company supported medical plan as available.

### **Expected Wage**

- Wages are paid on an hourly basis with overtime that is regulated by local, state, or Federal wage & hour laws.
- Starting hourly wage for this position ranges \$19.00 - \$24.00 per hour, and is based on education, ability, experience, and skill level.
- Wages may be increased annually for great performance at the sole discretion of ownership and as economic conditions allow.

### **How to Apply**

- Along with a copy of this Job Advertisement, **e-mail** your resume to [Nick@HaneyBiz.com](mailto:Nick@HaneyBiz.com), or **hand-deliver** to the HaneyBiz Corporate Offices at 4465 Granite Drive, Suite 700, Rocklin, CA 95677 (Placer County) USA, inside the Allegiant Giving Center.
- No telephone calls please. Individuals selected for interview will be notified in 30 days. Individuals not selected will NOT be notified.
- If selected for interview, you will be required to download and complete an Application for Employment to be presented at such time.

Haney Business Ventures, Inc. (HBV) is an "at-will" equal opportunity employer and will not discriminate against any employee or applicant, including all classes protected by federal, state, and local laws in an unlawful manner. This non-binding job advertisement is subject to change and/or revocation without notice or cause. This Job Advertisement is designed to briefly outline the position and does not reflect all aspects of HBV employment such as; wages, hours, and benefits, which are all subject to change without cause and/or notice. Additional information can be provided via the Employee Policy Handbook or other Company personnel information. Responding to this advertisement does not guarantee an interview, consideration, offer of employment, or actual placement.