



## NOW HIRING: HR Administrative Assistant

**HR Administrative Assistant:** Batesville Tool & Die, Inc. has an immediate job opening for a full-time, 1<sup>st</sup> shift, HR Administrative Assistant. This position will support the Human Resources Department with various daily functions. Candidate must have a High School Diploma or GED equivalent. Candidate must have great organizational skills, be able to work with and maintain a high level of confidentiality, work well in a team environment and be very task oriented. Must be proficient in working with computers and have experience with Microsoft Excel, Word and PowerPoint. Salary is commensurable with experience. Full benefit package including competitive wage, health insurance plan with On-site Clinic, 401K, plus other company incentives. Apply online and visit our web site at [www.btdinc.com](http://www.btdinc.com), send resumes to: [hr\\_out@btdinc.com](mailto:hr_out@btdinc.com), or apply in person at BTD: Monday - Friday 6:00 a.m. to 4:00 p.m., or mail resume to: Batesville Tool & Die, Inc. 177 Six Pine Ranch Road, Batesville, IN 47006.

Batesville Tool & Die

177 Six Pine Ranch Road  
Batesville, IN 47006

Phone: (812) 934-5616

BTD Sales Office – Rochester, MI

BTD South Carolina – Aiken, SC

Troqueladora Batesville de Mexico – Querétaro, QRO, Mexico

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