



JOB POSTING: HUMAN RESOURCES COORDINATOR

SUMMARY

The Human Resources Coordinator assists with the administration of the day-to-day operations of the Human Resources Department, focusing on general departmental support and development, HRIS/document control, talent acquisition, safety, and training and development.

ESSENTIAL DUTIES

General HR Support

- Maintain accuracy and confidentiality of all employee records and documentation; perform periodic audits
- Ensure compliance with all applicable labor laws and regulations
- Handle general employee/HR inquiries, answer company phones and greet visitors
- Support ESOP Committee efforts and assist with planning and execution of company events
- Assist with employee recognition programs and awards
- Provide clerical and general office support, as directed
- May assist with payroll functions and other reporting responsibilities
- Other duties as assigned

Talent Acquisition

- Create and manage internal and external job postings and social media posts
- Audit and revise job descriptions, as needed
- Source candidates and review applicants to build talent pipeline
- Schedule interviews and complete reference checks and background checks
- Attend local job fairs or other hiring events
- Promote and manage the Employee Referral Bonus Program
- Partner with staffing agencies, as needed
- Other duties as assigned

Safety

- Promote and ensure a safe working environment for all staff
- Coordinate and attend Safety Committee meetings; document and report out on completed activity and assign action items, as needed
- Review and manage required PPE for various roles
- Receive and process employee accident reports and assist with Worker's Comp and OSHA reporting
- Help develop and coordinate quarterly and annual safety training
- Conduct new hire safety training
- Other duties as assigned

Training

- Help identify training opportunities; research and coordinate training programs
- Help maintain training spreadsheet and training records
- Coordinate annual HR training
- Other duties as assigned



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ORGANIZATIONAL RELATIONSHIPS

- No supervisory responsibilities
- This position reports directly to the Human Resources Leader

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Must be able to exhibit a high level of confidentiality
- Must have excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Must have strong verbal/written communication skills and listening skills
- Must have proficient planning and organizational skills
- Must be detail oriented and think analytically
- Must use solid judgment and independent thinking
- Must be effective with time management and capable of handling frequent interruptions
- Must be accomplished in Microsoft Office products with general knowledge in data entry and computer applications

EDUCATION, EXPERIENCE OR LICENSES

- Bachelor's Degree, strongly preferred
- 2+ years of general business/human resources experience, preferred
- Must have valid Driver's License

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, talking and hearing.
- Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.