

## JOB DESCRIPTION

**Job Title:** HR Coordinator  
**Hours:** M-F 8am-5pm  
**Reports to:** Director of Human Resources

## POSITION SUMMARY

Supports the operation of the Human Resources department by completing various HR functions related to administration, recruiting, benefits, employee relations, and training and development in an environment which is both union & non-union.

## ESSENTIAL FUNCTIONS

- Process employment applications and conduct background checks and pre-screens.
- Assist with new employee orientations, administer pre-employment tests, prepare and process all new hire paperwork.
- Provide verifications of employment, and other information requests.
- Maintain Human Resource Information System records and compile reports from database as needed.
- Send application status letters to candidates, extending offers when applicable.
- Maintain employee files.
- Assist in administration of compensation program including union employee schedule, and monitor performance appraisal process.
- Assist in organizational training and development efforts.
- Assist in employee relations efforts in addition to completing projects to boost and maintain employee moral.
- Communicate to employee population pertinent information such as: 401k, health & welfare, events, training, etc.
- Compile data for business reports, file government reports annually, using information maintained from other records, reports and logs documenting applicants or current employees (OSHA, VETS100, etc.).
- Compile and direct the payroll function including FMLA tracking, overtime payments, and deductions such as state and federal withholdings, retirement, garnishments, court-ordered child support, federal and state levies, court ordered bankruptcy, health and life insurance premiums, savings plans, and 401k plans.
- Administer benefits program by maintaining contact with plan representatives to ensure the effective delivery of current information and prompt resolution of problems.
- Participate in administrative staff meetings and attend other meetings and seminars.

## INDEPENDENCE/AUTONOMY

Infrequent supervision: Responsibilities are guided by general policies and procedures. Supervisor is kept informed of general direction of assignment. Supervision is limited to assigning tasks, discussing problems or reviewing results.

### **PROBLEM SOLVING/DECISION MAKING**

Work is somewhat diversified. Required to plan the workday and make frequent interpretations where guidance is available from immediate supervisor or existing procedures and instructions. Solves common problems.

### **CONTACTS**

Frequent contacts, within or outside of the Company. Requires tact, discretion, and working knowledge of Company procedures and policies.

### **SUPERVISORY RESPONSIBILITIES**

Not applicable

### **EDUCATION QUALIFICATIONS/REQUIREMENTS**

Bachelor's degree from a four-year college or university and up to 1 year of experience in human resources, or equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to maintain confidentiality of all employee matters.
- Excellent interpersonal, written and verbal communication skills.
- Computer literate, with knowledge of Microsoft Word and Excel.
- Excellent organizational and time management skills, to include excellent follow –up skills.
- Working knowledge of laws governing the hiring, recruitment and general employment process.
- Problem solving mentality & extremely resourceful.

### **CERTIFICATIONS, LICENSES AND REGISTRATIONS**

- Society of Human Resource Management membership preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

SEDENTARY – Exerts up to 10 lbs. of force to lift, carry, push, pull, or otherwise move objects. Sitting most of the time, but may involve walking or standing for brief periods of time.

**ADDITIONAL REQUIREMENTS**

Will be required to perform other duties as requested, directed or assigned.