

## Job Description

**TITLE:** Human Resources Coordinator  
**CLASSIFICATION:** Full-time  
**DEPARTMENT:** Human Resources Department  
**REPORTS TO:** Director, Human Resources

**Position Summary:** Support Human Resources by doing special projects and assisting with general administration regarding benefits, payroll, training and development, legal compliance, and other human resource issues.

### Essential Duties and Responsibilities:

- Providing timely assistance to team members regarding benefit and human resource questions and issues.
- Maintaining employee personnel files to ensure legal compliance.
- Preparing offer packets, benefit packets and other employee related information.
- Coordinating employee benefit eligibility, enrollments, terminations, and payments.
- Preparing employee census information for insurance, 401(k), and other reports.
- Providing written and verbal employment verifications.
- Coordinating new hire paperwork, and new hire orientation meetings.
- Assisting with the creation of training manuals, HR manual, and employee handbook.
- Updating job descriptions, as needed.
- Coordinating and setting-up training classes or meetings.
- Writing and placing employment ads, as well as maintaining the applicant tracking database.
- Reviewing, screening, and maintaining applications and resumes.
- Conducting background screenings for all prospective employees.
- Coordinating 90-day and annual performance appraisal processes.
- Assisting with creation, distribution and collection of feedback from company-wide annual survey.
- Assisting with providing research for policies, training, strategic planning, and other human resource issues.
- Coordinating benefit plan due diligence with Director, Human Resources.
- Producing company newsletter.
- Assisting in preparation of special events such as Year End Celebration and other office or company gatherings.
- Processing invoices for Human Resources.
- Serving as back-up for payroll processing, if current processor is unavailable and adequate training is provided. Assist with payroll process as needed to ensure efficient and accurate processing.
- Assisting with providing compliance in all areas of human resources.
- Assisting with additional projects, as assigned.

### Knowledge/Critical Skills:

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

- Bachelor's degree preferred; high school diploma or GED required.
- Two to five years of human resource experience, focused on benefits administration.

- High level of proficiency with Microsoft Excel, Word, Outlook, and Publisher required.
- Strong verbal and written communication skills, as well as strong math skills required.
- Good organizational skills required.

**Physical Demands/Environmental Factors:**

*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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works in office setting.
- Works under moderate supervision.
- Frequently types and writes on computer and uses phone. Occasionally moves about to coordinate work.
- Occasionally travels to other offices via car.

Critical features of this job are described under the previous headings. They may be subject to change at any time due to reasonable accommodation or other reasons. This job description does not list all the duties of the job. You may be asked by supervisors to perform other non-essential assignments and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

**MANAGEMENT HAS THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THE JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER YOU OR THE EMPLOYER MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE.**

I agree to fulfill the essential responsibilities of this position. I also understand the employment-at-will nature of this position and realize that this job description does not constitute a legal contract.

Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_