



## **JOB DESCRIPTION**

**Position:** Human Resources Coordinator

**Reports to:** Director of Human Resources

### **Overview:**

Provide administrative and technical support to the Human Resources and Safety Department. Under administrative review, is responsible for initiating and coordinating the administrative and technical functions required in effective implementation of administrative policies. This position consists of support work which involves moderate complex work methods and problem solving and requires skilled techniques.

### **Human Resources Job Functions:**

- Assist directly with routine HR inquiries from inside and outside the company.
- Full cycle recruiting from beginning to end - Post job, Source, phone screen, schedule interviews, interview, verbal offers, background checks, create offer letters, drug tests, etc.
- On boarding process.
- Maintains employment resume and application forms.
- Verifies unemployment claims and refers exceptions to appropriate manager.
- Responsible for responding to employment verification request.
- Maintains employee personnel files in line with company policies and government regulations. Retains records in line with company record retention requirements.
- Assist in benefits administration - employee benefit questions, provides support for open enrollment, conducts invoice auditing and reconciliation, resolves employee coverage inquiries, etc.
- Assists in the benefits renewal and coordinates the annual open enrollment for health plans.
- Maintains office bulletin board and updates posting compliance.
- Maintain information on company HR software module.
- Processes documents requiring office procedural knowledge. Reviews documents and obtains necessary signatures and routes appropriately.
- Assist in coordination of training and development programs.
- Union Health and Welfare administration.
- Organize documents and implement policy and procedure.
- Schedule and manage interview calendar.
- Maintains driver qualification files
- Monitors and facilitates employee drug & alcohol testing
- Assists with annual driver license reviews including DMV reports on all DOT regulated drivers
- Assists with scheduling and management of return to duty (light duty) program



- Performs other administrative duties as required.
- Back up to Payroll Administrator on an as needed basis.

**Requirements:**

- Minimum 3 years of Human Resources administrative responsibilities.
- Ability to maintain the highly confidential nature of Human Resources and Safety work.
- Bi-lingual written and spoken communication ability in Spanish and English or Vietnamese and English preferred.

**Qualifications:**

- Excellent computer and Microsoft Office skills.
- Excellent communication skills and the ability to work effectively with both employees and managers.
- Ability to work independently and carry out assignments to completion with minimum instructions.
- Ability to work well with other, and to assist the public cooperatively and courteously.
- Detail oriented and quick learner.
- Working in Union setting a plus.