



Human Resources Coordinator

Status: Full Time, Salaried, Non-Exempt

Salary Grade: 23

Supervision Received: Reports to the Human Resources Manager

Overall Purpose of Position

The Human Resources Coordinator provides administrative and operational support to the Human Resources Department. This position assists with recruitment, onboarding, benefits, personnel recordkeeping, payroll support, and compliance functions, serving as a first point of contact for staff HR inquiries, not including employee relations.

Major Activities

- Prepare and process personnel paperwork for hires, promotions, transfers, and terminations.
- Maintain accurate and confidential employee personnel files and electronic HR records.
- Assist with recruitment: job postings, application tracking, candidate communication.
- Coordinate new employee orientation and benefits enrollment.
- Support training programs and employee engagement activities (recognition events, wellness programs, etc.).
- Assist with payroll/timekeeping data entry and leave tracking.
- Compile routine HR reports and assist with audits.
- Respond to general employee HR questions, escalating complex issues to the HR Manager.
- Comply with safety and risk management programs.
- Perform other duties as assigned.

Qualifications

- Associate's degree in HR, business, related field or experience.
- 2–5 years of administrative or HR support experience.
- Strong attention to detail, organizational, and interpersonal skills.
- Proficiency in Microsoft Office and HRIS systems.
- Ability to prioritize and manage multiple projects.



- Demonstrated emotional intelligence and discretion.
- Valid driver's license; background check, drug screening (including THC) and fingerprinting required.

Essential Physical Demands and Working Environment

- Office environment; ability to see, hear, and communicate effectively.
- Regularly required to stand, walk, talk, and use hands.
- Occasionally required to lift and/or move up to 25 pounds.

Conditions of Continued Employment

- Successful completion of a one-year probationary period.