

JOB POSTING

JOB TITLE: Human Resources Coordinator

REPORTS TO: Director, Human Resources

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Responsible for the day-to-day functions of the Human Resources Department. This includes benefits administration, recruiting, new employee onboarding, HRIS administration, and employee relations.

JOB RESPONSIBILITIES:

- Manages benefits administration to include annual and new hire enrollment, terminations, benefit changes, benefit invoicing, claims resolution, and monthly benefit reconciliations.
- Participates in recruitment effort for exempt and nonexempt personnel (including managerial levels and above); and helps to coordinate the use of temporary employees.
- Conducts new hire orientations; administers pre-employment tests, conducts reference checks, meets with new employees to complete required paperwork, cover benefits, employee handbook policies and procedures.
- Files EEO-1 and VETS reports annually, completes annual AAP, maintains other records, reports, and logs pertaining to applicant flow procedures.
- Files and maintains all work comp injuries.
- Maintains HRIS records; new hires, terminations, employee changes, and creates and maintains reports from database as needed.
- Maintains company organization charts and employee directory.

- Processes and conducts follow-up on all FMLA related issues.
- Completes required National Industries for the Blind (NIB) reporting and maintains and adheres to required compliance.
- Assists with data gathering and spreadsheet preparation for HR projects as assigned.
- Assists with annual performance review process.
- Processes bi-weekly payroll.
- Verifies I-9 documentation.
- Performs customer service functions by answering employee requests and questions.
- Coordinates employee activities and events.
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE:

- Requires prior knowledge of principles and practices of human resources.
- Prior experience with an HRIS database required.
- Knowledge of benefits/payroll administration required.
- Analytical and detail oriented.
- Excellent communication skills at all levels.
- Intermediate to advanced knowledge of Microsoft Office products.
- Basic knowledge of Federal and State employment law.

EDUCATION AND EXPERIENCE:

- An Associate degree in a related discipline or an equivalent combination of education and experience.
- 3+ years of relevant experience in Human Resources.

SUPERVISORY RESPONSIBILITIES:

None

LICENSES AND CERTIFICATIONS:

None

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.

- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

WORK ENVIRONMENT:

- Observes and follows safety regulations and displays the ability to always perform job functions in a safe manner.
- Office and manufacturing facility.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, demands, conditions and requirements are linked to essential job functions.

If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson knelson@lhbindustries.com , or complete an application on our website at <https://lhbindustries.com/careers>

LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.