

BODEN

JOB DESCRIPTION

JOB TITLE: HR Coordinator

DEPARTMENT: Human Resources Department

REPORTS TO: Senior HR Business Partner

STATUS: Non-Exempt

JOB SUMMARY

Provide general HR assistance to the site while supporting the HR Department with clerical and administrative functions, fostering a friendly, welcoming and inclusive workplace culture that supports company values.

ROLE RESPONSIBILITIES

- Answer frequently asked questions regarding standard processes or policies, referring specialized or more complex questions to appropriate HR staff or management
- Assist employees with benefit enrollment by providing guidance, supporting the enrollment process, and ensuring deadlines are met
- Serve as a liaison between the organization and benefit providers to address questions and resolve issues
- Create, revise and maintain HR forms, correspondence and documents
- Reconcile benefit invoices against employee payroll deductions; research and resolve discrepancies to ensure accuracy
- Prepare and process status change forms, obtain appropriate signatures and update systems accordingly
- Enter and maintain accurate employee information in the HRIS by processing timely updates and changes
- Respond to and complete employment verifications, unemployment questionnaires, and related requests
- Compose, track and log attendance-related disciplinary documents as directed
- Maintain accurate and organized HR files, records and documentation ensuring proper storage, integrity and confidentiality
- Conduct file and records audits to ensure compliance
- Enter additional earned hours to employee banks as directed
- Run and distribute reports to provide data to appropriate stakeholders
- Maintain accurate and up-to-date records within emergency notification system
- Assist in assembling FMLA/LOA packets, tracking required deadlines and logging leave hours
- Support payroll processing by researching and resolving payroll/timekeeping issues and responding to related employee questions
- Assist with all stages of the recruitment and onboarding processes, as needed
- Scan, save, organize, and file HR documents
- Support the planning and execution of special events, meetings and celebrations, and similar activities
- Perform other duties as assigned

REQUIREMENTS

- Previous experience, education or certification in Human Resources required
- Previous administrative experience required
- Proficiency using computers and Microsoft Office programs
- Excellent verbal and written communication skills
- Excellent organizational skills with an attention to detail
- Friendly and professional interpersonal skills with the ability to maintain confidential information