



Job Description

Job Title: HR Coordinator	Last Updated: 10/28/19
Department: Finance and Administration	Direct Reports To: Director of Finance/Admin
Status: Non-Exempt	

Job Summary:

Responsible for facilitating daily on site HR functions like keeping track of employee records and supporting the interview process. The role also involves performing tasks with a focus to grow our company's talent pipeline, improve our sourcing tactics, and engage employees with our company culture.

Essential Duties/ Responsibilities:

- Able to follow Industrial Technology Services policies and procedures and lead by example
- Assist with all internal and external HR related inquiries or requests
- Assist with the recruitment process by identifying candidates, performing phone screens and reference checks
- Schedule and co-conduct interviews, issue employment contracts
- Maintain both hard and digital copies of employee's records
- Schedule meetings, HR events, and maintain agendas
- Perform onboarding, orientations, and related paperwork of new staff
- Coordinate training sessions and seminars
- Produce and submit reports on general HR activity
- Assist with HR projects
- Keep up to date with the latest HR trends and best practices
- Maintain compliance
- Maintain company culture

Job Qualifications:

- Human Resource Degree or equivalent experience required
- Proven experience as an HR coordinator or similar human resources/administrative position
- Knowledge of human resource processes and best practices
- Strong ability in using MS Office and G Suite
- In-depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills

Physical Requirements of Position:

- Occasionally lift up to 25 lbs.
- Frequently bend to file and maintain files
- Repetitive motion (sustained movement/motion of wrists, hands, and fingers)
- Sitting for sustained periods of time