



JOB POSTING

DATE: February 15, 2019
JOB TITLE: **Human Resources Coordinator (Michigan)**
WAGE RANGE: TBD
DEPARTMENT: Human Resources
REPORTS TO: Vice President – Human Resources, Doug Rath
CLOSING DATE: **Wednesday February 20, 2019 at 8:00am**

Job summary:

This position is primarily responsible for supporting all Human Resources functions such as Recruiting and Retention, Employee Relations, Safety, Payroll and Benefits to hourly staff on a daily basis in a manner that provides value throughout the organization.

Deliverables:

Provide functional and administrative support in a variety of Human Resource functions that consistently meet or exceed the needs of our internal customers as well as outside organizations (eg. Auditors, Government Agencies, Customers etc).

Job Duties:

Essential Functions –

- 1.) Support and execute organizational Recruiting and Retention Program for hourly production staff, working with personnel throughout the organization.
- 2.) Ensure production staffing levels are maintained through active recruitment, utilizing a variety of methods to attract and retain top quality staff.
- 3.) Support organizational training and safety programs to ensure staff are compliant with safety, food safety and miscellaneous programs as required.
- 4.) Help maintain accurate and compliant records required by company guidelines as well as federal and state government such as FMLA, OSHA, EEO-1, Affordable Care Act, etc.
- 5.) Coordinate with and support Plant Managers / Supervisors with a variety of staff issues.
- 6.) Perform payroll duties in the absence of the Human Resources & Payroll Coordinator.

Additional responsibilities

- 1) Assist company's Open Enrollment process each year.
- 2) Assist with New Employee Orientation for all new hourly production staff.
- 3) Assist in the documentation, preparation and delivery of various HR reports related to Worker's Compensation, 401(k), EEOC, as well as benefits administration.
- 4) Assist with special projects and other duties as assigned.

Education and Qualifications:

- 1.) Bachelor's Degree with three (3) years of HR experience. A degree in an HR function preferred.
- 2.) Excellent interpersonal, computer and communications skills (both verbal and written).
- 3.) Ability to work cooperatively and confidentially within the HR team.
- 4.) Ability to work under pressure in a fast paced, multi-tasking environment.

This position is being posted **internally and externally**. Interested internal parties are to submit their interest for this position in writing in the appropriate **Bid Box** no later than **Wednesday February 20, 2019 at 8:00am**. **Internal candidates that bid will be required to submit a resume detailing their educational and work experience qualifications.**