



## Human Resources Coordinator

### Job Scope

The Human Resources Coordinator assists with the HR department's daily operations by supporting the development, implementation, and execution of department initiatives, policies, procedures, and systems. This includes administering onboarding and orientation, providing employee lifecycle support, and planning and executing engagement initiatives.

### Responsibilities

- Fully responsible for the onboarding process, including all candidate correspondence, processing the candidate through the background and physical/drug test process, management of all new hire documents/paperwork, and working within the ATS/HRIS system to ensure the candidate is successfully onboarded
- Lead new hire orientation, including all compliance items associated with onboarding and integrating new employees.
- Provide day-to-day administrative support to the HR team, including but not limited to data entry in the HRIS, filing HR documents, and preparing correspondence as requested.
- Provide creative solutions to resolve employee issues with comprehensive knowledge of company policies, procedures, practices, and all state and federal labor laws and regulations.
- Maintain employee files to meet company, local, state, and federal guidelines. Perform routine audits of files to verify the accuracy and completeness of records.
- Assist employees with human resource-related questions and/or refer them to the appropriate HR team member.
- Assists with the preparation of the performance review process
- Performs other related duties as assigned

### Requirements

- High school diploma or equivalent
- Fluently bilingual in Spanish and English required
- Valid Driver's License
- Must be able to pass drug and background screen
- Ability to multitask while staying organized
- Strong verbal and written communication skills
- Positive customer service skills
- Experience in lighting and electrical is a plus!
- Strong time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.