



Job Profile

Position: HR Coordinator/Recruiter
Department: Finance
Class: Full Time Employee
Updated: 3/2/23

Overview:

The Human Resource Coordinator is responsible for overseeing all aspects of the Company's Human Resource functions while leading the Company's recruiting initiatives. This position works closely with the CFO to understand goals and objectives for the department.

Responsibilities:

- Ensures adherence to company policies, procedures, and labor laws by providing guidance to fellow managers on HR-related topics including federal/state laws, disciplinary action, payroll and benefits. Responsible for all Human Resources Compliance.
- Addresses employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintains the employee policy manual.
- Prepares and maintains employment records related to such events as hiring, termination, leaves, transfers, or promotions.
- Establishes and carries out protocol for new hires; includes set up in payroll accounting system, drug / physical testing; onboarding with third party HR service provider; onboarding onsite processes, etc.
- Executes new hire, random and Department of Transportation (DOT) drug testing process and related record retention.
- Develops and/or implements recruiting strategies to meet current or anticipated staffing needs, including the coordination with outside staffing agencies to secure agency employees based on departmental needs.
- Maintains and updates resume repository and works with management on filling potential openings.
- Administers the execution of the annual open enrollment process working with the CFO.
- Maintains compliance with HIPAA standards.
- Comply with all Company Core Safety Rules, policies and procedures.
- Report any unsafe conditions wherever they exist to the safety department, their supervisor, or the management of Trade Construction immediately.
- Report all incidents/accidents/injuries involving the health and wellbeing of any employee to management immediately.

Other

- Works to automate current processes in the HR area.
- Performs special request from management as requested.
- This position is classified as exempt based on FLSA Administrative Exemption.



Qualifications:

- Proficient in Microsoft Office – Word, Outlook, Excel, PowerPoint
- Effective communication skills, including verbal, written, and presentation skills
- Proven ability to self-motivate and work effectively both independently and in a team-based environment
- Organization and time management skills
- Minimum of two years in similar HR role
- Degree in Business or HR areas preferred, but not required