

Job Title: **HR Coordinator**

Shift: 1

Department: Human Resources

Location: Statesville, NC

Reports To: HR Manager

FLSA Status: Non-Exempt

Position Purpose

- The Human Resources Coordinator will provide administrative support to the Human Resources Manager and Department. This position will report directly to the Manager of Human Resources Administration. The Human Resources (HR) Coordinator will be responsible for performing a variety of human resource support duties including maintenance of employee files, Workers' Compensation, Unemployment and Pre-employment screening.

Essential Duties & Responsibilities

- Administers health and welfare plans including enrollments, changes and terminations.
- Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions
- Performs customer service functions by answering employee requests and questions.
- Verifies I-9 documentation and maintains that they are current.
- Submits the online investigation requests and assists with new employee background checks
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow up letters at the end of the recruiting process.
- Assists with the preparation of the performance review process.
- Prepares new employee files.
- Schedules meetings and interviews as requested by HR team

Knowledge / Skills / Abilities

- Organizational Skills.
- Teamwork Capacity.

Qualifications / Prior Experience

- Minimum of two (2) years experience

- Bachelor's degree in human resources or related field, and/or equivalent experience.
- Experience with Microsoft Office (Word, Excel and PowerPoint).

Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, computer, phone, fax)
- Must be able to talk/hear/sit/stand for prolonged periods of time
- Ability to lift up to 25lbs on an occasional basis
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits