HR COORDINATOR

External Job Board Link URL

<https://www.hrapply.com/interface/AppJobView.jsp?link=13725&page=AppJobList.jsp&op=reset>

 JOB DESCRIPTION:

Interface has an opening for an HR Coordinator in LaGrange, GA.

Position summary:

To provide administrative support and coordination of the day-to-day Human Resources operations.

Essential duties:

Assist associates with:

- Payroll deduction changes (i.e., tax forms, address changes, etc.)

- Benefits enrollment

- I.D. badges and building access

- Interpretation of Company policies and procedures

- Service awards

Coordinate and administer various human resource processes including but not limited to:

- Administer the Job Bid Posting process

- Administer Shade Discernment Test as needed

- Maintain accurate employment records in compliance with policy and regulations

- Maintain/manage electronic associate files through Kofax Scanning/VIP Content Explorer and Infinium

- Maintain/coordinate employer compliance postings at all Americas facilities

- Process new hires, terminations and transfers

- Maintain, monitor and audit I-9 files

- Generate departmental purchase requisitions

- Maintain communication/bulletin boards and employee feedback boxes

General office duties including, but not limited to filing, faxing, and distribution of incoming and outgoing mail

JOB REQUIREMENTS:

Educational requirements:

High school diploma or GED required

College degree preferred

Skills and experience:

1-3 years HR experience required