



POSITION SUMMARY STATEMENT

The Human Resources Coordinator reports directly into the Senior Total Rewards Manager and is responsible for supporting all areas in human resources: recruiting, employee relations, performance management, benefits, training & development, workers compensation & unemployment. The HR Coordinator is also responsible for providing customer service for the HR department by greeting the employee population visiting the department, assisting them by gathering general information, scheduling meeting with appropriate HR representative, communicating to an HR representative immediately based upon the urgency of the issue and in general providing a warm welcoming experience for the employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative support to the Director of Human Resources
- Management of HRIS (ADP's HRB system) including researching and resolving system problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements
- Provides day-to-day administration and support to end users of system and ensures system and data integrity is maintained at all times
- Provides weekly reports, metrics and attend to other reporting needs
- Management of the HR files (i.e. soft and hard copy)
- Supports in the development, execution and administration of the Performance Management process
- Ensures required State and Federal Employment Posters are kept up-to-date
- Management of scheduling for all training initiatives
- Support in preparation of materials and meeting locations for training sessions
- Supports in maintenance of reports regarding training
- Assist in processing Leave of Absences and maintains records according to state and federal regulations
- Assist in communicating benefit plan information to participants verbally and in writing to include group presentations. Prepares and distributes monthly benefit enrollment packets to all newly eligible employees and provides data file to enrollment firm every week.
- Ensures processing of monthly benefits enrollments and billing are handled with accuracy and timeliness each month
- Participates in annual open enrollment and other benefit related events
- Responds to employee inquiries regarding employment and benefit related information
- Ensures benefits in HR system function properly
- Assist with the annual 401(k) Non-Discrimination Testing, Audit and Form 5500 Filing to the DOL
- Assist with the annual 125 Non-Discrimination Testing process
- Support in development and maintenance of HR forms
- Oversee workers compensation & unemployment claims to determine, evaluate, and limit coverage, liability and damages
- Management of Organizational Charts
- Assist with ASICS Spirit and with wellness program initiatives
- Remain current on all state and federal HR laws to ensure compliance with all labor laws to provide a center of excellence



MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- 2 – 4 years Generalist experience
- Bachelors Degree in Human Resources preferred
- HRIS experience with ADP's HRB
- Experience with performance management information tracking and reporting
- Knowledge of HR/labor laws, proven ability to handle confidential information
- Solid verbal and nonverbal communications skills, good interpersonal skills, coaching and counseling skills
- Good computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint), and Lotus Notes

COMPETENCIES:

- Business Acumen, Communication, Customer Service, Detail Oriented, Honesty & Integrity, Negotiation, Organization, Professionalism, Results Oriented, Solution Oriented, Teamwork, Time Management