

Human Resource Coordinator

Human Resource Coordinator Job Summary:

We are looking for a part-time Human Resource Coordinator who will make our family business a premier employment destination. The Coordinator will be responsible for making sure all employee related policies align with our family farm atmosphere and our business goals.

Human Resource Coordinator Job Responsibilities:

Human Resource Coordinator work involves addressing issues raised by current employees and new hires, organizing and scheduling orientations, and coordinating other Human Resource functions such as training and development.

Human Resource Coordinator Job Duties:

- * Prepares employee job descriptions and updates the descriptions as needed.
- * Creates a recruiting and interviewing program, working with the owner on the employee selection.
- * Prepares employees for job assignments by establishing and conducting orientation and training program.
- * Provides scheduling of the employees.
- * Ensures legal compliance by monitoring and implementing applicable employer federal and state requirements, including postings and record retention.
- * Develop and implement an Employee Hand Book.
- * Assist with seeking outside talent & contractors.

Requirements:

- * BS degree in Human Resource or related field preferred
- * Strong communication skills
- * Excellent organizational skills
- * PC literacy