

# **Human Resources Coordinator**

## **Gildan Yarns**

**Classification:** Salary nonexempt

**Reports to:** Human Resources Director

**Date:** June 2017

### **Job Description**

#### **Summary/Objective**

The Human Resources Coordinator provides assistance and facilitates the human resource process for the Company. The position assists with the hiring process, follow up with employees during their orientation and training periods, and separation of employees. In addition, also administers various benefits plans and serves as a liaison between employees and providers. This role also provides administrative support to the Human Resource function in the form of recordkeeping, maintaining files, compiling reports, and various other HR related activities.

#### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Handles employment application intake. Also submits and receives new-employee background checks.
2. Prepares new employee files.
3. Handles new employee on boarding to include but not limited to benefits, taxes, and various employee relations policies.
4. Will be trained to conduct audiograms and pulmonary function tests for new hires and retests of current employees
5. Administer health and welfare plans, including enrollments, changes and terminations. Processes required documents to payroll and insurance providers to ensure proper recordkeeping.
6. Completes Forms I-9, verifies I-9 documentation, and maintains I-9 files.
7. Maintains confidential employee files. These include personnel files, benefits files, medical files, and specific employment related OSHA files.
8. Develops and maintains reports related to personnel metrics.
9. Initiates new-hire and job transfer evaluation forms to supervisors and managers.
10. Responds to reference checks and verifications of employment status.
11. Assists with various audits as needed.
12. Handles processing of terminations and assist with Exit Interviews.
13. Performs other Human Resources related duties as necessary.
14. Must maintain a high level of confidentiality in performance of duties.

#### **Competencies**

1. Confidentiality
2. Ethical Practice
3. Communication
4. Relationship Management
5. HR Knowledge/Skills/Expertise

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

- The majority of the job duties are performed in an office environment.
- There will be occasions when job duties will need to be performed in a manufacturing facility.
- We are a tobacco free workplace.

**Physical Demands**

- Type, file, and lift office supplies up to 25 pounds
- Sit or stand as needed to perform duties
- Ability to speak and hear to interact with other in person and on the telephone

**Position Type/ Expected Hours of Work**

This is a full time position. Normal hours are 8:00 a.m. – 5:00 p.m. on Monday, Wednesday, and Friday; and 7:00 a.m. – 4:00 p.m. on Tuesday and Thursday, with 1 hour lunch from 12:00 – 1:00 p.m. Must be flexible to work hours outside these normal office hours as needed.

**Travel**

Local travel between local worksites is required.

**Required Education and Experience**

1. Bachelor’s degree in Human Resources or related field; or equivalent experience.
2. Experience with Microsoft Office (Word, Excel, and PowerPoint).

**Preferred Education and Experience**

1. Previous HR experience.
2. SHRM Certified Professional (SHRM-CP) and /or HRCI Certified (PHR) credentials.
3. Bilingual English/Spanish

**EEOC Statement**

We are an Equal Opportunity Employer and prohibit discrimination and harassment of any kind.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without prior notice.

**Signatures**

This Job Description has been approved by the following:

Manager: \_\_\_\_\_

Position: \_\_\_\_\_

Employee’s signature below constitutes employee’s understanding of the requirements, essential functions, and duties of this position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit resumes for consideration to: [careers@swiftspinning.com](mailto:careers@swiftspinning.com)**