



## **HR Administrator**

**Gaylord, MI.**

### **Position Summary:**

HR administrators will act as the first port of call to employees and external partners for all HR related queries (Gaylord). As a priority, HR administrators will handle the majority of employee documentation, including contracts, recruitment paperwork and new hire documents (Gaylord).

This position reports to the HR Manager.

### **Essential Job Responsibilities**

A good understanding and knowledge of employment law and ensuring the HR department conforms to these is key. Assisting with any other administrative tasks as and when they arise may be necessary, including helping with travel arrangement.

- Forming and maintaining employee records in HRIS system
- Updating databases internally, such as sick and maternity leave
- Preparing where necessary HR documents, i.e. headcount, training and safety
- Reviewing company policies and legal compliance
- Communicating with external partners, i.e. staffing agencies
- Reporting regularly on HR metrics, such as company turnover
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
- Helping with various arrangements internally, from travel to processing expenses
- Recruits, interviews, hires, and trains new staff in the department (Gaylord).
- Provides constructive and timely performance evaluations (Gaylord).
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

**Performs other duties as necessary in support of business objectives.** This position description is intended to guide the activities of the HR Admin. It is not intended to limit the thinking and creativity of the person to the work of this function. Nor is it intended to describe all the work that may be required of the person in this position.

Educational Requirements	Experience Preferred
Bachelors degree in Business Administration, or related field required.	<p><b>General Experience:</b> A minimum of two years of human resource experience preferred.</p> <p><b>Industry Experience:</b> Understanding of manufacturing and operations is a plus</p>
Essential Competencies	
<ul style="list-style-type: none"> <li>• HRMS</li> <li>• Good communicative and relationship building skills, as you will work with various people across the whole business.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Ability to prioritize tasks and to delegate them when appropriate.</li> <li>• Ability to act with integrity, professionalism, and confidentiality.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> <li>• Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.</li> </ul>	

Note: The above statements are intended to describe the general nature and level of work being performed and the competencies required by persons assigned to this job. They are not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this job. This job description is not an employment contract and Coastal reserves the right to change this description at any time.