

Position Profile:

The Human Resource Coordinator facilitates onsite HR activities in the following functional areas: recruitment, retention, benefits management, compensation, performance reviews, and training/development. This position requires an extremely perceptive and organized person who is highly skilled at relating to individuals at all levels within the organization. This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department, as well as the general employee population.

Work Responsibilities:**Recruiting & Retention:**

- Assists with onboarding & off-boarding preparation and activities.
- May conduct onboarding of new employees.
- Owns personnel file creation for all new employees.
- Assists in the annual performance review process.
- Serves as back-up preparer of offer letters for new employees, promotions, transfers.
- Participates in conducting employee surveys.

Benefits:

- Responsible for creating personnel HRIS/EASE profile and COBRA set-ups.
- Responsible for new employee benefit enrollments and employee benefit changes with all carriers.
- Assists in the annual open enrollment process.
- Assists with open enrollment auditing and reporting to payroll and carriers.
- Issues benefit ID cards upon request.
- Responsible for verifying all benefit billing accuracy, reconciling, and processing for payment.
- Coordinates exit paperwork, including COBRA enrollments with third party provider and termination of benefits in Ease and with carriers.

Compensation & Payroll:

- Responsible for all Personnel Action Forms (PAF) and coordination with payroll, routes for signatures as needed.
- Coordinates with payroll function to report employee changes.
- Provides assistance to payroll regarding manager follow-ups and actions needed.
- Conducts employee verification requests.
- Represents HR in weekly payroll coordination meeting.

Employee Relations:

- Serves as witness to disciplinary actions as needed.
- Participates in the documentation of workplace injuries/illnesses, investigations of employee-related issues, etc.
- Coordinates employee recognition programs and events; including work anniversaries, birthday flyers, snack/meal events, and other employee programs.
- Ensures all labor law postings remain current, purchasing replacements as needed.

General/Compliance:

- Provides policy interpretation and guidance to managers and employees
- Maintains employee personnel files, I-9 files, medical files; HRIS/EASE system. Assists in file audits.
- Maintains employee spreadsheets and electronic files.
- Represents HR on location-specific safety committee.
- Assists with other ad-hoc HR duties. Acts as backup to HR Team

Leadership:

- Supports CURiO Cornerstones and strives for individual and functional leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Engages in a strong team atmosphere and positive team culture, fostering collaboration across the organization and ensure teams are working cross-functionally to meet CURiO goals.
- Actively participate in and lead by example through all change management initiatives, including proactive communication and support of company initiatives, programs, and policies.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications:

- Associate's degree or equivalent years of relevant experience
- At least two years of human resources coordinator experience

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Outlook, Teams, Excel, Word, Power Point

Preferred Qualifications:

- Experience with EASE or other HRIS system
- Bilingual in Hmong and/or Spanish

Core Competencies:

- Ability to process, maintain and protect employee and company confidential/proprietary information
- Ability to provide organization leadership, maintaining a pulse on employee culture and leading by example.
- Knowledge of general business principles and acumen for human resources practices and principles
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors and other partners.
- Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
- Ability to work effectively within a cross locational team environment
- Ability to anticipate and diffuse problems before they occur.
- Skill in completing assignments accurately and with attention to detail.
- Ability to interpret and apply laws, regulations, policies, and procedures.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate

Travel Requirement: less than 5%. Depending on location of the role, minor levels of travel using personal vehicle between warehouses and other company locations may be required.

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*