

**POSITION DESCRIPTION**

**Position Title:** Human Resources Coordinator

**Reports to:** Senior Human Resources Business Partner

**Business Unit:** Envision, Inc.

**POSITION SUMMARY (Briefly describe the purpose of the position)**

Serves in a customer focused role that provides initial, responsive support to employees; the face of the HR department that handles routine inquiries and guides employees seeking HR transactional support. Responsible for ensuring professional administrative support with the ability to communicate to multiple levels of leadership and utilize resources and tools effectively to complete assigned tasks. Also provides support to the HR team and business leaders in collecting, compiling and coordinating information.

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE (List in order of importance)**

* Implement HR programs/initiatives within the organization as directed by the HR leadership team.
* Provide timely assistance to employees and leaders regarding human resource questions and issues.
* Redirecting HR related calls or distribute correspondence to the appropriate person on the HR team.
* Assist in acclimating new and prospective employees to the community and organization during the work trial and on-boarding processes.
* Provide resources and/or serve as a liaison for B/VI and/or disabled employees.
* Responsible for new hire paperwork and ensuring all employment requirements have been meet.
* Coordinate and assist with on-boarding process to include new employee orientation.
* Create and maintain employee HR files and complete employee filing.
* Responsible for entering, updating and maintaining employee information in HRIS system.
* Coordinate the development and implementation of employee events and other morale building initiatives.
* Coordinate employee recognition and service award events or program implementation.
* Assist with providing research for policies, training, strategic planning, and other human resource initiatives.
* Schedule meetings, interviews, HR events etc.
* Provide Receptionist back-up support coverage for lunch, breaks, time-off, etc.
* Assist with additional projects, as assigned.

**JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:** Bachelor’s degree Human Resources Management or equivalent experience in lieu of degree; High school diploma or GED equivalent required; non-profit experience preferred.

**Experience:** Proven experience as an HR Coordinator or relevant human resources/administrative position.

**Knowledge/Skills:**

* Must demonstrate a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all times.
* Strong ability to work with all levels of employees, to include Executive Leadership.
* Strong problem solving, critical thinking and customer service skills.
* Ability to initiate process improvements and manage multiple tasks.
* Effective time management skills in order to meet deadlines.
* Maintain a high level of attention to detail and accuracy to ensure data integrity.
* High level of proficiency in Microsoft Word, Excel, PowerPoint, Publisher and Outlook as well as previous experience with HRIS systems preferred.
* Excellent verbal and written communication skills.
* Must possess the ability to:
	+ Work well under pressure with a sense of urgency, when appropriate.
	+ Work in a team-oriented and collaborative environment.
	+ Manage multiple conflicting priorities and deadlines.
	+ Handle data with confidentiality.

**Licenses/Certifications:**

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: \_0\_\_

Number of Subordinate Supervisors Reporting to Position: \_0\_\_

**VISION REQUIREMENTS INCLUDE (check one)**

 ***Can be performed with or without assistive technology:***

 **X** Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.

\_\_\_Required to perform activities such as: operating machinery and/or power tools at or within arm’s reach; performing non-repetitive tasks such as carpentry work or repairing machinery.

\_\_\_ Required to review/inspect own assigned work, the work of others, or facilities or structures.

 ***Requires normal (or corrected to normal) vision/acuity:***

**X** Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

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

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| Stand | [ ]  | [x]  | [ ]  | [ ]  |
| Walk | [ ]  | [x]  | [ ]  | [ ]  |
| Sit | [ ]  | [ ]  | [x]  | [ ]  |
| Bend/stoop | [ ]  | [x]  | [ ]  | [ ]  |
| Climb | [x]  | [ ]  | [ ]  | [ ]  |
| Reach above shoulders | [ ]  | [x]  | [ ]  | [ ]  |
| Squat/crouch/kneel | [ ]  | [x]  | [ ]  | [ ]  |
| Push/pull | [x]  | [ ]  | [ ]  | [ ]  |
| Lift | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |
| Carry | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Right | Hand | Left | Hand |
| Simple grasping | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |
| Firm grasping | [ ]  Yes | [x]  No | [ ] Yes | [x]  No |
| Fine manipulation | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| General shop or store conditions | [x]  | [ ]  | [ ]  | [ ]  |
| General office environment | [ ]  | [ ]  | [ ]  | [x]  |
| Humid, extreme hot/cold temps (non-weather) | [x]  | [ ]  | [ ]  | [ ]  |
| Outdoor weather conditions | [x]  | [ ]  | [ ]  | [ ]  |
| Fumes or airborne particles | [x]  | [ ]  | [ ]  | [ ]  |
| Fluorescent lights | [ ]  | [ ]  | [ ]  | [x]  |
| Moving, mechanical parts | [x]  | [ ]  | [ ]  | [ ]  |
| Toxic chemicals | [x]  | [ ]  | [ ]  | [ ]  |
| Loud noise intensity levels | [x]  | [ ]  | [ ]  | [ ]  |
| Risk of electrical shock | [x]  | [ ]  | [ ]  | [ ]  |
| Travel for job | [ ]  | [x]  | [ ]  | [ ]  |