



## **JOB DESCRIPTION**

### ***Human Resources Coordinator (Part-Time, Temporary with the potential of a permanent position)***

**DEPARTMENT:** Administration **PAY GRADE:** 130 (\$23.05 - \$33.48)

**REPORTS TO:** Human Resources Manager **STATUS:** Non-Exempt (hourly)

**EFFECTIVE DATE:** January 10, 2025 **LOCATION:** 860 Levoy Drive, STE 300  
Taylorville, UT 84123

### **JOB SUMMARY**

Under the leadership of the Human Resource Manager, this position provides administrative and technical support to Human Resources, including talent acquisition, recruiting, operations, onboarding, and management. Serves as the administrator for the applicant tracking system. Prepares talent acquisition and recruitment reports and tracks recruiting metrics. Assists with various human resources projects and events.

### **MINIMUM EDUCATION QUALIFICATION**

Associate's degree from an accredited college or university, plus two (2) years of experience in a field closely related to these duties; OR an equivalent combination of related education and experience. Bachelor's degree preferred.

### ***Special Requirements***

- A valid and unencumbered driver's license is required.
- Due to the nature of this position, the candidate must pass a pre-employment background check.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the employee(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.*

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Other Human Resources duties as assigned.



### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Utah Retirement System (URS)
- Public Employees Health Program (PEHP)
- The HUB International and Employee Navigator
- Payroll Management
- Human Resources Information Systems (HRIS)

#### **Special Qualifications, Licenses, Certifications**

- Prefer Society for Human Resource Manager – Certified Professional (SHRM-CP) or equivalent

#### **Skills and Abilities to:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.*

- This position requires work in a wide variety of conditions, from a typical office setting to fieldwork.
- This position may be subject to intermittent exposure to high-stress situations caused by human behavior.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear/listen.
- The employee is required to use hands to finger, handle, and feel objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus unless otherwise required by management.

#### **EMPLOYEE REVIEW:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. The job description does not imply an employment contract, nor is it an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Printed Name:** \_\_\_\_\_

#### **APPROVALS:**

**Associate General Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_