

Tonn and Blank Construction
Job Description
Human Resources Coordinator
Michigan City, IN Office

Classification: Non-Exempt, Full Time
Supervisor: Director of Human Resources

Overview

The purpose of this job description is to define the role of the Human Resources Coordinator through the outline of his/her duties, authorities, and responsibilities.

The goal of the Human Resources Coordinator position is to provide administrative and operational support to the Director of Human Resources. This role assists with recruitment, onboarding, offboarding, employee records management, benefits administration, payroll processing, and day-to-day HR processes.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Opportunity / Affirmative Action Employer.

Experience/Education/Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field preferred
- 1-3 years of HR or administrative experience preferred
- Experience in construction preferred
- Successful drug, alcohol, MVR, and background checks
- Willingness to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Sage (Timberline) experience is preferred
- Knowledge of general construction industry
- Strong organizational and time management skills
- High level of confidentiality and professionalism
- Proficiency in Microsoft Office
- Detail-orientated

Job Description Detail

Duties Include:

- Coordinate job postings, candidate screening, and interview scheduling
- Coordinate and facilitate new hire orientation and onboarding activities
- Serve as back-up to Payroll Coordinate and assist with payroll processing when needed
- Maintain accurate and confidential employee records
- Process employee status changes
- Assist with benefits enrollment, changes, and employee questions
- Support annual benefits open enrollments
- Coordinate with Payroll to ensure accurate employee data in all necessary databases
- Assist in preparing HR and payroll reports
- Support audit and compliance reviews
- Update and maintain relevant HR documentation
- Other tasks as assigned