



Job Title	Human Resources Coordinator
Reports To	Human Resources Director
Salary	TBD
Closing Date	Until filled

Job Purpose

The HR Coordinator supports day-to-day human resources operations and ensures smooth administrative processes across the employee lifecycle. This role assists with recruiting, onboarding, HR compliance, benefits administration, employee relations support, and HR data management.

Duties and Responsibilities

- Assist with full-cycle recruiting, including posting positions, screening applicants, coordinating interviews, and managing communication with candidates.
- Coordinate new hire onboarding, including background checks, orientation scheduling, and required documentation.
- Maintain and update HRIS records, employee files, and reporting dashboards.
- Support benefits administration, open enrollment activities, and employee inquiries.
- Assist with employee relations by documenting issues, scheduling meetings, and supporting investigations as needed.
- Ensure compliance with Indiana employment laws and company policies.
- Prepare HR communications, process employment changes, and assist with payroll entry or auditing.
- Coordinate employee engagement activities, trainings, and events.
- Provide general administrative support to the HR team.

Minimum Qualifications

- Associate or Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- 1-3 years of HR or administrative experience.
- Familiarity with Indiana labor laws (or willingness to learn quickly).
- Experience using HRIS systems (ADP, UKG, Workday, or similar).

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- Strong organizational, communication, and problem-solving skills.
- Ability to handle confidential information with professionalism.
- Proficiency in Microsoft Office (Excel, Word, Outlook).

Working Conditions

Office environment

Physical Requirements

The physical requirements here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Revised June 14, 2021
Human Resources