

Position Title: Plant Human Resources Coordinator
Department: Human Resources
Status: Full Time; Exempt/Non-Exempt
Reports to: Human Resource Director

Position summary: The Plant Human Resources Coordinator is responsible for providing Human Resources support to Goodwill managers and employees at Goodwill plants and retail locations as needed. He/she will provide administrative support for the Human Resources department for recruiting, interviewing and hiring employees; new employee orientation, personnel policy compliance; health and safety training and activities; benefits/compensation matters; disciplinary actions and terminations; and maintaining departmental files and reports. The Plant Human Resources Coordinator will supervise the receptionist and front office activities.

Essential functions:

- Maintain applicant tracking system, identify qualified applicants, and conduct interviews.
- Monitor employee attendance records and all corrective action issues.
- Conduct new employee orientation, health and safety training, and other training as needed.
- Act as Safety Representative and assist employees with Accident/Incident reports; ensure reports are delivered to the Director of Human Resources and Health and Safety Committee Chair.
- Maintain complete records of all employees in compliance with company and CARF requirements.
- Provide support for employee disciplinary and termination hearings and ensure proper documentation is forwarded to the Director of Human Resources.
- Participate in Worker's Compensation Hearings and Unemployment Hearings.
- Responsible for recruiting, selecting, and hiring the receptionists; accomplish strong performance of staff by communicating job expectations; monitor performance and conduct reviews; coach, counsel, and discipline employees as needed.
- Participate in case review and goal planning for Organizational Employees in conjunction with Workforce Development.
- Improve company culture and employee relations by encouraging employees to participate in companywide social events, wellness programs, and other activities offered at Goodwill.
- Pursue professional development through continuing education and training opportunities.
- Maintain regular and reliable attendance and punctuality.
- Attend health and safety training courses. Follow all safety procedures and protocols to ensure a safe and supervised work environment for all employees at all times.
- Promote positive teamwork among co-workers.
- Responsible for other duties as may be assigned.

Qualifications and required skills:

- Excellent communication skills, including public speaking, training, administrative and interpersonal skills.
- Independent thinking, strong organizational and planning abilities as well as excellent analytical and problem-solving skills.
- Excellent computer skills including Microsoft Office, accounting software and other Goodwill specific programs and applications.
- Ability to pass a criminal background check.
- A valid driver's license with a good driving record and proof of current automobile insurance is required every six months.

**Plant Human Resources
Coordinator
Job Description, Page 2**

Education and experience:

- Associate degree with concentration in Human Resources preferred.
- 3 years Human Resources experience in a manufacturing environment preferred.