



City Brewing Company, LLC

JOB DESCRIPTION

Job Title: Human Resources Coordinator
 Department: Human Resources
 Reports to: Human Resources Manager
 Job Band: B1

Prepared By: Bob Jones
 Prepared Date: October 27, 2020
 Approved By:
 Revision Date:

POSITION SUMMARY

The Human Resources Coordinator provides support to the human resource function and the organization and point of contact customer service to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide support to the Human Resources function and assist in the coordination and implementation of Human Resources initiatives as assigned:

- Develops, facilitates, implements and executes all phases of the recruitment processes focusing on production and warehouse hourly employees
- Develops, facilitates, implements and executes all phases of the onboarding processes for all new hires
- Human Relations support for new hires
- HR administration: leave of absence coordination, internal and external job postings, benefits coordination

This position description is intended to guide the activities of the Human Resources Coordinator. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

QUALIFICATIONS

- Three years of Human Resources related experience including ability to demonstrate and apply knowledge of relevant laws and regulations
- Proficient in Microsoft Office Suite
- Strong oral and written communication skills
- A demonstrated customer service orientation
- Must be able to prioritize an assigned workload; effective organizational skills
- Must be able to handle a number of assignments and responsibilities while managing interruptions and changing priorities (multi-task)
- Must be able to work effectively in a team environment

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.

Employee Signature

Date

Position Description – HR Coordinator