**HUMAN RESOURCES COORDINATOR**

**Sunland Distribution**

**JOB DESCRIPTION**

**Summary/Objective**

The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Develops and administers various human resources plan and procedures for all company personnel.
* Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
* Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
* Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
* Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
* Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
* Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
* Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
* Ensures compliance with all federal, state and local employment laws.

**Competencies**

* Business Acumen.
* Communication.
* Consultation.
* Critical Evaluation.
* Global & Cultural Awareness.
* HR Expertise.
* Leadership & Navigation.
* Relationship Management.
* Ethical Practice.

**Supervisory Responsibility**

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

**Preferred Education and Experience**

A master's degree in human resource management.

**Additional Eligibility Qualifications**

* SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.

Job Type: Full-time

Experience:

* Human Resources: 1 year experience

Send resumes to [jackiew@sunlandltl.com](mailto:jackiew@sunlandltl.com)