



JOB TITLE: HR COORDINATOR

ABOUT INTEGRATED METAL PRODUCTS:

At Integrated Metal Products, we are a manufacturer of mobile and modular buildings where we provide CNC Machining, Welding, Metal Fabrication and Welding Services. Our vision is to become and sustain us as the leader in our market. We believe in leading and making a positive impact in all aspects as a company, in the community, in the economy, and in the lives of individuals and families.

JOB SUMMARY:

The HR Coordinator performs duties that includes but is not limited to the following functional areas: employee relations, training, employment, benefits management, and payroll functions. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The HR Coordinator must be sensitive to corporate needs, employee goodwill and the business needs.

WHAT WILL YOU DO:

- Maintain all employee and applicant documentation as dictated by governing agencies.
- Manage and track employee development and disciplinary action.
- Maintain and process all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner.
- Recruiting tasks to include managing job requisitions, placing job ads, reviewing applicants, conducting interviews and coordinating the interview and job offer process.
- Will act as an employee relations specialist treating employees with dignity and respect at all times.
- Monitor tardy and absenteeism reports and ensure proper documentation is issued on employees who have excessive tardiness or absenteeism problems.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- Distribute and monitor employee performance evaluations and ensure they are done in a timely manner.
- Update, monitor and maintain eligible salary adjustments/increases.
- Report, maintain and monitor all workers' compensation case files; follows-up on open cases.
- Monitor employee eligibility for benefits plans. Review benefits with employees and process enrollment, cancellation or changes. Organize and manage annual open enrollment communications and election process.
- Demonstrate IMP core values in all phases of conduct, decision making and performance.



REQUIRED QUALIFICATIONS FOR SUCCESS:

- Education: High School Diploma or equivalent required. Some college to support qualifications is preferred.
- Minimum of three (3) years experience in human resources.
- Experience with time management and payroll processing.
- Strong attention to detail with understanding of confidentiality at all times.
- Ability to communicate well with others both in person and via digital methods.
- Great organization skills to meet deadlines and follow up timely.
- Experience in Microsoft Office (Outlook, Excel, Word, PowerPoint)

DESIRED QUALIFICATIONS:

- HR Certification – PHR or SPHR-CP
- Experience working in HRIS applications.

Integrated Metal Products provides a working environment free of discrimination and harassment. Integrated Metal Products also treats all persons equally, regardless of political affiliation and belief, pregnancy, national origin, age, creed, marital status, military status, sexual orientation, mental disorder, veteran status, ancestry or handicap as each category is protected under a municipal ordinance or state law.

Job Type: Full Time
Salary: \$20.00 - \$25.00 per hour
Schedule: 1st Shift – On Site - 8am to 4:30pm Mon-Fri

Benefits: Health Insurance
Dental Insurance
Life Insurance
Vision Insurance
401K 3% match

Work Location: In Person – 2923 Old Tampa Highway, Lakeland

Submit current resume for consideration
to hr@integratedmetal.com