



<https://www.i3dmfg.com/job/hr-coordinator/>

HR Coordinator

Description

Company Overview:

Integrated 3D LLC (i3DMFG) is the premier 3D metal manufacturing company in the Pacific Northwest. Our production facility is in Redmond, OR. We are seeking a select group of experienced, highly motivated, forward-thinking individuals to join our expert team.

Position Overview:

The HR Coordinator provides comprehensive administrative support to the Director of Finance. This role assists with various HR & Finance functions, office management, and supports the overall efficiency of the organization and specifically the management team through effective communication, coordination, reliability, and daily on-site presence.

Responsibilities

Job Responsibilities:

General HR Administrative Support:

- Prepare and distribute memos, letters, reports, and HR documents such as employment contracts and offer letters.
- Manages office supplies inventory and place orders as necessary.
- Perform general administrative tasks such as managing emails, handling correspondence, and mail runs.
- Schedule and coordinate meetings, appointments, and company events.
- Manage company PTO schedule.

Benefits Administration

- Assist with administering employee benefits programs.
- Assist employees with 401k set up.
- Assists employees with benefits enrollment.
- Draft and distribute memos to employees regarding benefits programs.

Documentation and Record Keeping:

- Maintain and update electronic and physical files and records.
- Organize and store documents in compliance with company policies and procedures.
- Ensure accuracy and confidentiality of information.

Recruitment and Onboarding:

- Assist with the recruitment process by posting job ads, screening resumes, and coordinating interviews.
- Draft job descriptions for job postings.

Hiring organization

i3DMFG

Date posted

December 9, 2024

- Conduct reference checks and background verifications.
- Prepare new hire paperwork and conduct the employee onboarding process.
- Ensure a smooth onboarding experience for new employees.

Employee Relations:

- Serve as first point of contact for employee HR inquiries and provide assistance as needed.
- Assist in resolving employee issues and conflicts, escalating to management when necessary.
- Organize and maintain employee files and HR documentation.

Performance Management:

- Assist with the implementation of performance appraisal processes.
- Track and monitor performance reviews and employee development plans.
- Support the management team in addressing performance-related issues.

Compliance and Policy Administration:

- Ensure compliance with labor laws and company policies.
- Assist in the development and implementation of HR policies and procedures.
- Maintain up-to-date knowledge of HR regulations and best practices.

Training and Development:

- Coordinate training sessions and workshops for employees.
- Assist in the development of training materials and resources.
- Track and report on training activities and employee development initiatives.

Office Coordination:

- Assist with organizing office events and meetings, including logistics and catering arrangements.
- Ensure a clean and organized office environment.

Project Assistance:

- Assist with special projects and initiatives as needed.
- Conduct research and gather information for projects.
- Prepare presentations and reports for management.

Other Duties:

- Support special HR & Finance projects and initiatives as needed.
- Perform other related duties as assigned to support the overall function of the office.
- Provide backup support to other finance & administrative staff as necessary.

Qualifications

Qualifications and Requirements:

- Bachelor's degree in Finance, Human Resources, Business Administration, or a related field preferred.
- Proven experience as an HR Assistant, Admin Assistant, or similar role.

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills.
- Ability to handle sensitive information with confidentiality.
- Knowledge of Paylocity or other HR software and HRIS systems is a plus.
- Knowledge of QuickBooks is a plus.
- Required: Compliant with the International Traffic in Arms Regulations (ITAR) which requires U.S. person status (ITAR defines "U.S. Person" as a U.S. Citizen or U.S. Permanent Resident).

Job Benefits

Benefits:

Integrated 3D LLC offers a competitive benefit package that includes a potential monthly bonus based on achieving revenue goals, insurance (employee paid for 100%, dependents are paid by employees), 401K, and 14 days of Paid Time Off (PTO).

NOTE: This job description is not intended to be all-inclusive. Employees may be required at management discretion to perform other related duties to meet the ongoing needs of Integrated 3D LLC.

Contacts

Email resumes to dgreiner@i3dmfg.com