
Human Resources Coordinator

Responsibilities

- Handle confidential information in a professional and discreet manner
- Maintain job descriptions for all positions
- Coordinate the interviewing, hiring, and exit interview processes
- Schedule new employee orientation and training programs
- Facilitate process of resolving employee grievances, communicating with employees and supervisors
- Maintain employee benefit programs and documentation; inform employees of benefits and changes
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Maintain guidelines by preparing, updating, and recommending human resource policies, processes, and work instructions
- Maintain historical human resource records by using a filing and retrieval system; keeping past and current records
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies
- Maintain Employee Handbook
- Maintain WA Accident Program
- Review new or revised company policies, processes, and work instructions with president
- All other duties as reasonably assigned

Requirements

- Degree in related field or equivalent experience
- 5 or more years' experience in an office environment
- Strong computer skills
- Ability to communicate well with people
- Solid organizational skills
- Attention to detail
- Non-Smoker

Recommended

- Experience with MS Excel, MS Word, MS Outlook
- Excellent writing skills
- Ability to multitask

RAI does not employ individuals who smoke. The RAI no-smoking policy is to protect the health of all RAI employees, to maintain the best health insurance benefits, and to minimize loss of productivity due to smoking-related illness. RAI maintains a smoke-free workplace. A non-smoker is an individual who has not smoked for at least six months prior to accepting employment at RAI.