



<b>Job Title:</b>	Employee Engagement Coordinator	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Employee Engagement Center	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	Akron, Ohio	<b>Travel Required:</b>	Occasional
<b>Level/Salary Range:</b> <i>(The salary range may be adjusted for applicants who do not meet the desired qualifications).</i>	\$45,000 - \$51,000 Salary Commensurate with Experience and Desired Qualifications.	<b>Position Type:</b>	Full Time
<b>Job Description</b>			

### SUMMARY

- We are looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties. You will facilitate daily HR functions like keeping track of employee records and supporting the recruitment process. The position involves special projects as assigned in addition to regular functions and responsibilities.
- The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities. The individual will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, you should be familiar using HR software and tools.
- Ultimately, you should be able to contribute to the attainment of specific goals and results of the HR department and the organization.

### ROLE AND RESPONSIBILITIES

#### Primary Responsibilities:

- Maintain all METRO RTA job openings by marketing, posting, and creating necessary documents for new postings.
- Perform orientations, onboarding and update records with new hires.
- Support the recruitment/hiring process by sourcing candidates i.e., manage recruitment process for new hires, including advertising/recruitment, applications, interviews, education, previous employment/reference checks, employment offer packages, criminal background and license checks, pre-employment physicals and drug testing.
- Respond to internal and external HR related inquiries or requests and provide assistance.
- Redirect HR related calls or distribute correspondence to the appropriate person of the team.
- Maintain records of personnel-related data in both paper and the HRIS system and ensure all employment requirements are met.
- Process and onboard all new METRO RTA employees, including identification, and parking information.
- Assist supervisors in performance management procedures i.e., check pay increases and any bonuses, transfers, promotions, and terminations; produce employee action forms, complete requisitions and enter wage change data into HRIS system, and coordinate exit interviews.
- Maintains all employee data and reporting of statistics, coordinate department projects such as audits.
- Schedule meetings, interviews, HR events etc.
- Coordinate and attend training sessions and seminars.

#### Additional Responsibilities:

- Respond to employment verifications
- Update and maintain department Standard Operating Procedures (SOPs)
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Liaise with other departments or functions (payroll, benefits etc.)
- Assist with employee events
- Support other functions as assigned

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Associate Degree in a related field and three to five years of relevant experience in a human resource department; or any combination of education, training, and work experience, which provides the required skill sets to be able to perform the essential functions of the job.

#### **PREFERRED SKILLS**

- Knowledge of modern office methods, procedures, equipment, and standard clerical techniques
- Ability to routinely handle multiple priorities and projects as directed
- Knowledge of recordkeeping, report preparation, filing methods, and records management techniques
- Ability to define problems, collect data, establish facts, and draw valid conclusions in order to resolve problems
- Ability to demonstrate initiative and independent judgment
- Ability to use tact and discretion
- Ability to maintain confidentiality
- Knowledge of basic HR skills
- Knowledge of HRIS applications
- Efficient in Microsoft Office Suite Products