

## **Human Resource Coordinator**

Maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

### **Objectives:**

- Administers and maintains HR activities and programs; such as staffing, compensation, benefits, training and safety.
- Coordinates new hire orientation, HR events, benefits open enrollment and company-wide meetings.
- Answers employee questions about human resources policies and procedures.

### **Responsibilities:**

- Maintain driver expirations and personnel files
- Coordinate the onboarding process (i.e. backgrounds checks, drug testing etc.)
- Receive, file, and coordinate candidate applications
- Prepare payroll reports
- Assist in the driver orientation process (i.e. trip sheets, original paper, BOL's, load numbers, Drive Axle application)
- Coordinate the driver referral program
- Assist drivers with payroll access and questions
- Assist drivers with submitting paperwork via Drive Axle application
- Assist with company benefits (i.e. PTO, insurance, driver referral incentive pay)
- Assist with internal auditing of personnel files
- Maintain company metrics related to Human Resources
- Maintain workers compensation claims and OSHA requirements with PeopLease
- Coordinate unemployment benefits as necessary
- Coordinate employee maintenance files (i.e. new hire forms, termination forms, employee status, etc.)
- Complete driver last day checklist as necessary
- Provide monthly reporting and renewals for insurance as required
- And other duties assigned by Management