

# People Area Coordinator Job Description



**Area:** People

**FLSA Status:** Non-Exempt

**Reports to:** People Area Manager

**Supervisory Responsibility:** None

**Date of Job Description Revision:** December 7, 2020

## **Primary Role:**

The People Area Coordinator carries out responsibilities in the following functional areas: payroll, benefits administration, associate relations, training, onboarding, policy implementation, recruitment and employment law compliance.

## **Responsibilities:**

- Model the Pacesetter Way in daily job activities.
- Maintain strict confidentiality at all times.
- Process payroll on a weekly basis for all salaried and hourly personnel, including monthly commissions, quarterly incentives and all other manual entries.
- Fund employer portion of HSA quarterly to all participating associates.
- Run weekly and monthly reports for various areas of the company pertaining to man hours, headcount, temporary associates and PTO.
- Respond appropriately and timely to employment verifications, garnishments and other People Area requests.
- Assist in the development and implementation of personnel policies and procedures; maintain the associate handbook.
- Perform benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to associates.
- Assist with annual benefits open enrollment for all locations.
- File EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.
- Assist with preparation and filing of Form 5500 for both health and welfare and 401(k) plans.
- Create and update job descriptions as needed.
- Recruit exempt and nonexempt associates, students and temporaries, including posting jobs, searching for passive candidates, conducting phone screens, scheduling interviews and preparing offer letters.
- Ensure all pre-boarding activities are completed timely by notifying all areas involved, including admin services and facilities.
- Conduct new associate orientation and ensure a “best in class” onboarding experience.
- Manage new associate training, including working with hiring managers on course selections, scheduling training, maintaining the training matrix and course catalogue; ensure training logs are complete to meet ISO standards.
- Handle associate relations counseling and escalate to People Area Manager as needed.
- Process terminations, including notifying IT, terminating benefits, updating HRIS, administering COBRA and sending required state notices.
- Recommend new approaches, policies and procedures to continually improve efficiency of the People Area and services performed.
- Responsible for handling activities around births, deaths, illnesses and graduations, including emails, ordering flowers and food, cards, etc.
- Maintain HRIS records and compile ad hoc reports.
- Convert and maintain all active personnel files to paperless format.
- Organize, clean-up and maintain People Area Folder.
- Maintain compliance with federal, state and local employment and benefits laws and regulations.
- Responsible for owning additional People Area projects as assigned by manager.

## People Area Coordinator Job Description



### Skills/Education Required:

- High school diploma or equivalent education required
- Minimum of one (1) year of prior administrative experience administering payroll (Paylocity preferred)
- Knowledge of Human Resource Information Systems (HRIS)
- Working knowledge of employment and compliance laws
- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Excellent problem-solving skills
- Ability to handle several urgent matters simultaneously
- Strong attention to detail
- Eager to continuously learn
- Strong customer service orientation with a courteous, professional and energetic attitude

I understand and agree to perform the responsibilities listed above:

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date