

HR Coordinator

Title: Human Resources Coordinator

Reports to: President, North America

Employment Category: Full-time

Anticipated Schedule: M-F 9:00 am to 5:00 pm reporting to our Beverly, MA location

Job Summary

We are a fast-growing food & beverage ingredient company with an expanding team, providing new services and high-level customer support. Our goal is to provide excellent service both to our customers and to our internal customers, our employees. To meet that goal, we are looking for an organized and efficient Human Resources (HR) Coordinator to undertake a variety of administrative HR duties. You will facilitate daily HR functions, assisting management with recruiting, employee record keeping, benefits management and more. The ideal candidate will have a broad knowledge of Human Resources as well as general administrative best practices. This person will be able to work autonomously and efficiently to support the full of HR projects and operations.

Essential Job Duties and Responsibilities

- Administers health and other benefit programs
- Processes required documents through payroll and insurance providers.
- Ensures accurate and timely record keeping and filing
- Performs customer service functions by answering employee requests and questions regarding company HR policies and benefits.
- Verifies I-9 documentation and maintains that they are current.
- Manages employee onboarding and offboarding, including administering the outsourcing of background and drug testing for new hires.
- Reconciles benefits statements.
- Responds to internal and external HR related inquiries
- Liaison between the company and outside HR business partners
- Assists with processing terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interviewing including drafting job descriptions
- Tracks status of candidates and responds with follow up letters at the end of the recruiting process.
- Schedules meetings and interviews as needed.
- Files papers and documents into appropriate employee electronic files along with other clerical functions.
- Performs other related duties as assigned by management.

Must Haves:

- Bachelor's degree (B.A.) from a four-year college or university.

- Minimum 3 years' related experience and/or training; or equivalent combination of education and experience.
- Ability to work independently, prioritize workload and deliver quality results on time while working on multiple projects simultaneously.
- Ability to handle data with a high level of confidentiality
- Plan, delegate, and organize tasks to consistently produce results, with minimal supervision
- Proficient in Microsoft Office programs
- Acute attention to detail.
- Strong organizational skills.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Ability to understand and follow written and verbal instructions
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Strong understanding of business process

Nice to Haves:

- Experience with HR databases and HRIS systems
- In-depth understanding of recruiting and sourcing tools, such as LinkedIn, resume databases and online communities
- Familiarity with social media recruiting
- Fluency in French

Work Environment

Occasional travel could be required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Employees are required to implement and follow all good manufacturing/distribution policies and applicable food safety policies and procedures to support PROVA's commitment to Food Safety.