

## Human Resources Coordinator

### Summary

The Human Resources Coordinator supports the Vice President of Human Resources with the overall daily functions of the HR department, with a special emphasis on benefits administration and recruiting. Confidentiality and communication are integral to this position and must be maintained at all times. A highly professional tone, appearance, and manner is both expected and required, including appropriate communication in person, on the phone, and in correspondence. This position will assist in HR functions for both Crawford Hoying and Brackett Builders, Inc.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- **Benefits**
  - Provide benefits customer service support to internal and external customers; refer employees to the third-party benefits administrator as needed
  - Handle daily benefits processing, including enrollments and terminations, COBRA, election changes, beneficiaries
  - Maintain employee benefits files and update employee payroll records; maintain group benefits database
  - Review monthly billings for all group plans; submit invoices to the accounting department
  - Assist with the annual open enrollment process; oversee new enrollments and updates; ensure that employee paperwork is complete and properly submitted
  - Administer voluntary life insurance and disability insurance enrollments
  - Assist with workers' compensation claims
  - Handle unemployment claims
  
- **Recruitment and Hiring**
  - Post open positions for non-exempt field staff
  - Schedule interviews with candidates and conduct screening phone calls, as needed
  - Perform pre-employment credit and criminal background checks and schedule drug screens
  - Onboard new hourly employees and ensure all employment paperwork is in order
  - Verify I-9 Form documentation and maintain I-9 and EEO form files
  
- **Training and Development**
  - Assist in scheduling employee training sessions
  
- **Other HR Functions**
  - Provide administrative support the Vice President of Human Resources and the HR function in general
  - Perform other duties as assigned

### Performance Objectives

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Ability to act with integrity, professionalism, and confidentiality
- Timeliness and transactional accuracy
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Proactive engagement in process and quality improvement and efficiency

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### **Preferred Knowledge, Skills, Education, and Experience**

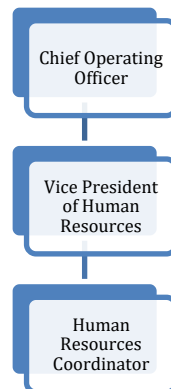
- 1-3 years of human resources experience
- Knowledge of multiple HR disciplines, including benefits, recruiting, and payroll administration
- Confidentiality and professionalism when working with sensitive information
- Exceptional customer service skills and an ability to develop a rapport with people
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Excellent interpersonal and communication skills, both written and verbal
- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Proficiency with Microsoft Office products
- Bachelor's degree

### **Work Environment**

The Human Resources Coordinator works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. This individual must be available to work extra hours when important projects present themselves.

### **Reporting Structure**

The Human Resources Coordinator reports to the Vice President of Human Resources.



### **Physical Requirements**

The Human Resources Coordinator's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this position,  
please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com)**