

Manager Approval: _____
Date Signed: _____
HR Approval: _____

JOB DESCRIPTION

Job Title:	HR Coordinator, Ag Group
Division:	Corporate
Reports to:	Director, Human Resources
FLSA Status:	Exempt
Last Revised:	10/06/2021

JOB PURPOSE:

The Ag Human Resources Coordinator supports the Corporate Director of Human Resources by performing responsibilities relevant to essential Human Resources functions such as: recruiting, hiring, HRIS, development and maintenance of personnel records, benefits administration, safety, and training and development. This position strengthens communication amongst manager, supervisors, and employees within LBI management to facilitate efficient operations while creating an effective work environment.

ESSENTIAL FUNCTIONS:

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Assist Corporate Human Resources Director and management with recruitment, interviewing, and selection process of employees.
- Assist Corporate Human Resources Director and management with employee relations issues, grievances, disciplinary actions, and terminations as needed in a confidential manner.
- Serve as a resource to all employees in issues pertinent to their employment, benefits, training, and payroll.
- Maintain open communication throughout LBI – e.g., concerns, reports, needs, and identified problems.
- Responsible for benefits administration: invoice reconciliation for all benefits such as medical, dental vision, etc., enrollment, termination, and changes in benefits carrier portal and ADP WFN.
- Handle Workers’ Compensation claims, working promptly and efficiently with the employee, manager/supervisor and adjusters.
- Process STD/LTD/FMLA paperwork. Identify, track, and follow up on status as needed and appropriate.
- Establish and maintain HR files and records to ensure accurate and expeditious document handling and compliance with applicable legal requirements.
- Assist as backup for Payroll Manager. Ensure employees are paid for the work performed by completing the payroll processing on a weekly, biweekly and monthly basis. This function includes timesheet review and calculations, vacation input, leave reports, and payroll record input.
- Maintain ADP payroll and HRIS: ensure wages, rate changes, taxes, payroll deductions, address changes, etc. are current and accurate.

OTHER DUTIES (list below, if applicable):

- Assist with annual open enrollment and performance review process.
- Plan and coordinate in person and online events and meetings pertinent to Human Resources.
- Serve as a member on the Safe Workplace Committee.
- Establish effective and positive interpersonal skills to encourage positive cooperation in the workplace and increase team success through meaningful interactions in all operations and services.
- Other duties as assigned by Corporate Human Resources Director.

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:** Valid driver’s license with insurability.
- B. **Knowledge/Skills:**

The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

- Demonstrate excellent oral and written communication skills.
- Demonstrate excellent organizational and planning skills.
- Proficient computer skills and in-depth knowledge of relevant software such as Microsoft Office Suite.
- Payroll and HRIS (AFP WFN) working knowledge.
- Ability to maintain strict confidentiality.
- Attention to detail.
- Able to work autonomously.
- Able to work in a fast-paced environment.
- Strong problem-solving skills.

C. **Education/Experience:**

- Bachelor's Degree preferred and minimum 3 years' experience in Human Resources at professional level.
- Experience in benefits administration.

D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 20 pounds.

E. **Other:** N/A.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]