



Human Resources Coordinator

Be Empowered. Unleash Your Potential. Deliver Results.

Overview

At IDC Spring, we are grounded, value-driven people fueled by integrity. We are intentional about creating meaningful connections, in addition to being professionals. We pride ourselves on our ability to respond quickly to the needs of those we serve with great accuracy and respect. We are a family owned business headquartered in Minnesota with locations in Arizona and Ohio.

IDC Spring, is a growing company that offers competitive pay and benefits and career advancement potential.

Responsibilities:

Coordinate and perform daily human resources activities in alignment with the Company's mission, values and objectives and in compliance with applicable employment laws. Provide support to the human resource function as needed, including record-keeping, file maintenance and HRIS data entry.

- Provide recruitment support to include posting jobs, sourcing candidates, communicating with applicants, screening applications, conducting reference checks, and coordinating pre-employment screening.
- Conduct interviews.
- Develop and maintain a recruitment network, including temporary agency partnerships, and participate in outside recruitment events.
- Handle routine employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate HR team members.
- Maintain and audit I-9 documentation and files.
- Coordinate random drug testing process and documentation.
- Perform HRIS data entry.
- Assist with benefit enrollments, changes and terminations. Process required documents to ensure accurate record-keeping and proper payroll deductions.
- Conduct audits of insurance benefit invoices and other data/processes as requested.
- Assist with employee event coordination and participate in events.
- Demonstrate and uphold Company values.

Qualifications Required:

- Associate's degree in Human Resources or related field.
- A minimum of 1 – 2 years of human resources experience.
- Strong computer skill proficiency and experience with Microsoft Office programs (i.e. Word, Excel, PowerPoint).
- Strong verbal and written communication skills required. Ability to compose concise and clear correspondence, reports and manuals.
- Bilingual in English/Spanish a plus.

Qualifications Preferred:

- Bachelor's degree in Business, Human Resources or related field.
- Recruitment experience.

- Experience with HRIS platforms (i.e. ADP, Workday) preferred.

We are an Equal Opportunity Employer providing a drug free work environment.

If interested, please apply on our Career's page: <https://idcspring.com/careers/>