

JOB DESCRIPTION HR COORDINATOR



Facility Name:	VENUWORKS OF CEDAR RAPIDS
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JOB INFORMATION

Job Title:	HR Coordinator	Department:	Administration
Reports To:	Director of Finance	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:		Date Prepared:	
Approved By:	Angela Bohlen	Approved Date:	8/5/2024

SUMMARY

The Human Resources Coordinator works closely with leadership to foster an engaging, positive, and production workplace culture and environment. The coordinator is primarily responsible for providing onsite operational support in the HR department for our Cedar Rapids campus, completing related tasks consisting of coordinating and processing new hires, organizing and scheduling orientations and entering/filing employment data in high volume. Daily responsibilities are directed and completed in conjunction with the Director of Finance.

Work hours and schedule are generally Monday – Friday 8:00am to 5:00pm but will vary according to event schedules and the needs of the department, and may include holidays, evenings and weekends. Attendance at large events may also be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

1. Oversight and administration of all employee onboarding functions, process all employee related changes via Paychex HRIS. Enter events into our time clock software, UKG.
2. First point of contact for all employee inquiries and employee relations related matters. Escalate elevated employee relations concerns to the Executive Director or Director of Finance and the VP of Human Resources. Includes submission of work-related injury reporting.
3. Perform administrative work, including scheduling, maintaining accounting files, processing and distributing mail, creating and distributing documents.
4. Implement HR policies and procedures as directed.

Recruitment/New Hire Process

1. Participating in recruitment efforts, posting job ads and organizing resumes/applications, and scheduling candidate interviews.
2. Coordinate logistics for new hire orientations and employee training sessions.
3. Ensuring background and reference checks are completed following an employment offer.
4. Preparing new employee files and confirming data has been entered into the PEO database.
5. Overseeing the completion of all employment documentation.

Payroll and Benefits Administration

1. Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
2. Answering payroll questions and facilitating resolutions to any payroll errors.
3. Track and update employee leaves of absence.

Record Maintenance

1. Maintaining current HR files and databases.
2. Updating and maintaining employee benefits, employment status, and similar records.
3. Maintaining records related to grievances, performance reviews, and disciplinary actions.

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4. Performing file audits to ensure that all required employee documentation is collected and maintained.
5. Performing payroll/benefit-related reconciliations.
6. Performing payroll and benefits audits and recommending any correction action.
7. Completing termination paperwork and assisting with exit interviews.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. A basic knowledge of business management practices and procedures.
2. Ability to compile and maintain records for payroll, personnel scheduling, and event scheduling.
3. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
4. Ability to communicate in a clear and concise manner, both orally and in writing.

EDUCATION and/or EXPERIENCE

1. Associate's degree in HR-related field; or three years related administrative experience; or equivalent combination of education and experience.
2. Experience working in a computer network environment utilizing Microsoft Word and Excel programs.
3. Knowledge of industry principles and practices.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Valid driver's license.
2. Must possess a phone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to deal effectively and courteously with lessees, user groups, their representatives and the general public.
4. Ability to speak and understand English.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rates and calculate figures such as proportions and percentages.
3. Ability to apply concepts of math on an Excel spreadsheet, calculator, ten-key, or adding machine.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures ; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, disseminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance

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of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. The employee is occasionally required to stand and walk.
3. The employee must regularly lift and/or move up to 10 pounds.
4. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform duties in a well-ventilated, well-lighted and temperature-controlled office environment.
2. Noise level is minimal in daily work environment, but can be very loud during specific events such as concerts, sporting events, monster trucks, etc.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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