



Status: Salaried Non-Exempt

Job Code:

Title: Human Resources Coordinator

Department: Ranch

Reports to: Human Resources Corporate Director

Position Summary:

The Human Resources Coordinator supports the Human Resources Corporate Director and Ranch management by performing multiple responsibilities pertinent to primary HR functions such as hiring, recruiting, training, development and maintenance of personnel records as well as ensuring all Ranch employees and contractors are paid accurately and on time. This position handles Ranch Division timekeeping and payroll. Responsible for Benefits enrollment, changes, terminations with carriers for all LBI and LII employees as well as billing reconciliation. This position strengthens communications amongst managers, supervisors and employees both within the Ranch and Citrus division to facilitate efficient operations while creating an effective work environment.

Essential Functions:

- Assist HR Corporate Director and Ranch managers/supervisors with the recruitment, interviewing and selection of employees, as well as sending timely and appropriate correspondence to all applicants.
- Assist HR Corporate Director and Ranch management with employee issues, grievances, disciplinary actions, and terminations as needed in a confidential manner.
- Serve as a resource to all Ranch employees in issues pertinent to their employment, benefits, training and personal needs.
- Maintain open communications with managers/supervisors sharing with them pertinent concerns, reports, needs and identified problems.
- Ensure employees are paid for the work performed by completing the payroll processing on weekly and biweekly basis. This function includes: timesheet review and calculations, nonproductive time input, leave reports, and payroll record input into ADP system.
- Update and maintain payroll records working in both ADP and EaseCentral to ensure wages, rate changes, taxes, payroll deductions, address changes etc. are current and accurate.
- Communicate payroll processing completion and potential payroll concerns or questions with the Corporate Payroll manager during vacations or as needed.
- Serve as the LBI and LII benefits coordinator, assisting HR Corporate Director and management with the successful onsite enrollment/termination process, changes to current benefit coverage, and maintenance of employee benefit packages.
- Serve as a member of the Company's Safe Work Place Committee. Coordinate activities, various safety and supervisor training programs and information meetings under the guidance of HR Corporate Director and Ranch management.
- Handle Worker's Compensation processing working promptly and efficiently with the employee, manager/supervisor and Hartford Insurance claim representatives.
- Provide and process all pertinent FMLA paperwork to any staff member identified, track and follow-up on status.



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- In cooperation with HR Corporate Director and management help compose position descriptions for all Ranch positions.
- Assist Ranch Controller with annual development of accurate payroll and benefit budget planning worksheets
- Conduct payroll and HR employment research and summarize results as requested by manager or other senior management staff members.
- Provide input and documentation to accounting for invoicing or payment on services incurred for HR purposes.

Other Duties:

- Receive and interact with incoming visitors as well as other internal staff at all levels in a positive and helpful manner.
- Maintain records pertinent to employee recognition/service awards and coordinate with team members to ensure success.
- 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.
- Review administrative operating practices and implement improvements where necessary.
- Manage incoming correspondence and email, direct and respond appropriately, keeping all involved parties informed as needed.
- Provide administrative and training support as needed.

Competencies:

- Excellent verbal and written communications.
- Good organizational and planning skills.
- Excellent customer service orientation and sense of teamwork.
- Ability to maintain strict confidentiality is mandatory.
- Ability to be self-directed and proactive in work activities.
- Attention to detail.
- Demonstrates initiative, reliability, and confidentiality.
- Able to work with minimal supervision.
- Strong problem analysis and problem solving skills.
- Able to work in a fast paced environment.



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Education/Experience Requirements:

- Associate or Bachelor's degree preferable.
- Minimum of 3 years of human resource/payroll/administrative experience providing support at a high level.
- Experience in Benefits administration
- Business accounting experience preferred
- Proficient computer skills and in-depth knowledge of relevant software such as Microsoft Office Suite.
- Valid driver's license.

Physical Requirements:

The individual is regularly required to stand and sit for prolonged periods. The individual must be able to effectively communicate and hear. The staff member is occasionally required to reach above shoulder level, step up on small ladder or stool, walk on uneven surfaces, stoop and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. This position will routinely require lifting up to 20 pounds.