**Position:** Human Resource Coordinator (Full-Time)

**Reports To:** President & Vice President

**FLSA Status:** Full-Time (exempt)

**Job Summary:**

Every golf car detail matters to us, including administration within our offices. The Human Resource Coordinator is responsible for various human resource duties while providing excellent customer service and following all policies and procedures of Harris Golf Cars, DOT regulations and local, state and federal laws. The Human Resource Coordinator may be required to work some weekends and some holidays throughout the spring, summer, & fall months.

**Responsibilities:**

* Payroll, reporting, processing, reconciliation;
* Recruitment, pre-employment investigations, onboarding and training;
* Manage benefits programs;
* Maintain employee files;
* Manage compliance: EEO reporting, AA reporting, ADA, DOT, OSHA and other federal, state and local regulations;
* Review and update the employee handbook, safety plans, training manuals, etc.;
* Worker’s compensation and other insurance claims processing;
* Manage the employee performance review process;
* Assist supervisors with performance and disciplinary matters;
* Additional duties as assigned.

**Requirements:**

* Associates degree or higher in human resource management, business, or related field preferred or a combination of education and experience;
* Knowledge of multi-state employment laws, preferred;
* Excellent organizational, time management, multi-tasking and problem-solving skills required;
* The ability to manage multiple priorities and adjust to fast paced work flow changes effectively;
* Excellent computer skills;
* Drivers License with suitable driving history;
* Adherence to all policies and procedures of Harris Golf Cars, DOT regulations and state/local laws.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit for long periods of time, walk, stand, talk, hear, use hands and fingers for keyboarding, drive and lift and/or move up to 45 lbs.

**Harris Golf Cars is an Equal Opportunity Employer functioning under an Affirmative Action plan.**