

Alenia North America Inc.
Position Description

Job Title: HR Coordinator
Reports To: VP, Human Resources
Business Unit/Department: Human Resources
Location: Smyrna, GA

Position Summary (Briefly describe what the position was created to accomplish):

Alenia North America is seeking a highly qualified part-time individual for the position of Human Resource Coordinator. This individual will be responsible for human resource activities to include but not limited to employee training and development, recruitment, and administrative tasks. The position is located in Smyrna, G.A. and will report directly to the VP, Human Resources.

Position Responsibilities (List the essential functions of the job and describe what must be accomplished):

The Human Resource Coordinator's responsibilities include, but are not limited to:

- Recommend, develop, schedule and deliver necessary compliance training and development courses for Branch Location.
 - Facilitate new hire and benefit orientations
 - Update and maintain Time keeping System
 - Track and process annual Employee Performance Reviews
 - Coordinate Travel
 - Prepare expenditure approval requests and expense reports for HR department
 - Maintain all compliance with federal and state regulations concerning employment
 - Coordinate employee functions and company events. (ex. Company picnic, birthday parties)
 - Heavy day-to-day administrative tasks
 - Conduct recruitment, create and post job descriptions, properly vet candidates, and conduct interviews
 - Assist in handling employees with benefits-related questions
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Position Requirements (Include education, experience, special skills and licenses or certifications required):

- A Bachelors Degree from an accredited four (4) year university and two (2) to three (3) years of Human Resource experience.
 - Knowledge of all federal and state employment and benefit laws.
 - Familiar with HRIS systems.
 - Ability to perform well in a fast-paced environment while maintaining a friendly and professional demeanor.
 - Demonstrated ability and comfort level with MS Office, Outlook, Word, Excel, PowerPoint and Access.
 - Excellent communication and organizational skills are required.
 - Must be detail oriented and have the ability to multi task.
 - Italian speaking is a plus.
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Decision Making (Give several examples of the types of decisions or recommendations made in performing the responsibilities of this job): minimal

Management (List the position titles and number of employees directly supervised and indirectly supervised):
n/a

Job Dimensions (List specific examples of responsibility that this job has for company assets, such as revenues, budget responsibility, financial responsibility, etc.): n/a

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.

Alenia North America is an EEO-M/F/D/V employer.