

HUMAN RESOURCES COACH

Division/Department:	Human Resources
Location:	New Albany, OH
Job Title:	Human Resources Coach
Reports to:	CFO

Type of position:	Hours <u>40</u> /week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
<input type="checkbox"/> Contractor	

GENERAL DESCRIPTION

The Human Resources Coach maintains and enhances TS24 human resources by planning, implementing and evaluating human resources policies, programs and practices.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Respond to employee and management inquires about policies, procedures, health and wellness benefit program offerings, compensation, employee relations, and workforce development.
- Manage company-wide performance review program.
- Manage health and wellness benefit programs offerings and works closely with broker on plan changes/design, carrier selection, contribution strategy and problem resolution; create and distribute benefits communication in collaboration with internal marketing strategies.
- Coordinate and maintain relationship with wellness vendors and provides for delivery of health promotion and wellness programs.
- Coaches/counsels employees and managers on employee relations issues including disciplinary process.
- Performs investigations related to harassment, discrimination and/or other issues
- Review, revise and recommend improved policies and procedures.
- Administer all safety, workers' compensation, unemployment and FMLA in conjunction with regulatory compliance.
- Develop appropriate measures to ensure training initiatives are effective and in alignment with business goals and objectives.
- Create and update job descriptions and complete an annual compensation analysis to remain competitive with benchmark data to the industry.
- Administer personnel changes within the HRIS/Payroll system, collaborate with the accounting department to administer biweekly payroll.
- Responsible for the recruiting, selection, interview, hiring process, and onboarding program.
- Responsible for 401(k) administration and third party relationships to comply with deferred compensation or retirement plans regulations.
- Assist with the coordination of corporate communication, company events and activities.
- Other responsibilities as assigned by executive leadership.

EDUCATION & EXPERIENCE

- BA/BS Degree in Human Resources or related field
- 5-7 years of experience as human resources generalist
- Experience with regulatory requirements with regard to EEO,ADA,FLSA, FMLA, WC and Cobra
- Excellent verbal and written communication skills

MINIMUM REQUIREMENTS (REQUIRED SKILLS)

- Ability to coach managers/employees in decision-making process
- Strategic and independent thinking, planning and follow-up skills
- Strong analytical skills
- High degree of proficiency in Word, Excel, Project and PowerPoint
- Ability to multi-task