



Intelligent Living

SOLUTIONS

Job Description

POSITION TITLE: Human Resources Coordinator

EEO CATEGORY:

REPORTS TO: Director of Finance and Administration

FLSA STATUS: Non-Exempt

DEPARTMENT: Finance and Administration

POSITION OVERVIEW

Intelligent Living Solutions is a cutting edge automation technology company, bringing the newest in “smart” automation technology to commercial and residential markets. The Human Resources Coordinator is primarily responsible for supporting the vision and core values of Intelligent Living Solutions by recruiting and supporting the growth and development of all its employees.

Daily activities include recruiting, interviewing, reporting to company management, maintaining documentation for all employees and processes, managing company benefits programs, assisting with payroll, and advocating on behalf of all team members.

This is a full-time, hourly position. Work is performed Monday through Friday.

Applicants for this position should have: Two to three years experience in a Human Resources department.

POSITION REQUIREMENTS

- Excellent written and verbal communication and conflict management skills. Strong interpersonal skills and the highest level of confidentiality while managing sensitive information and data.
- Coordinate recruitment efforts at schools, technical colleges and hiring events throughout the community.
- Prepare and update position descriptions, interview and process employment candidates, conduct background checks for new hires, and onboard new employees.
- Manage paperwork, records, and transactions by filing, entering, and ensuring accuracy of associate records; reviewing returned documents for accuracy and completeness; updating associate changes in personal information; processing payroll; and escalating human resources and associate issues to management.
- Maintain compliance with federal, state, and local laws and regulations.
- Manage company handbook; communicate company policies and changes to associates; answer associate questions regarding content.
- Manage employee benefits; assist with the implementation of services, policies, and various company programs.



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- Facilitate claims for workers compensation and Department of Workforce Development, collaborating with HR consultant, legal, and insurance partners as needed.
- Facilitate employee growth and development.
- Prepare and process performance reviews for supervisors.
- Prepare weekly team e-newsletter.
- Track employee travel, training contracts, and expense reporting for HR related travel.
- Uniform management
- Proficient use of Microsoft or Apple software applications.
- Other administrative duties as assigned.

OUR VALUES

Intelligent Living Solutions is built on five core values that drive our business. These values are what enables our team and our company to thrive and be successful.

- Innovation
- Excellence
- Ownership
- Synergy
- Growth

BENEFITS

- Leadership training/business coaching opportunities
- Opportunities for growth and advancement
- Wellness stipend
- Paid leave
- SIMPLE IRA
- Profit sharing
- Phone stipend
- Costco Membership
- Financial Advisor service through Raymond James
- Purchase of product at cost
- Pet friendly office space
- Employee appreciation events

Interested? Apply via our website: [Join the Team!](#)