



## IB-Tech Job Description Human Resources Coordinator (C2)

### Primary Roles & Responsibilities

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- Responsible for understanding and being the standard for Safety, Quality, and Productivity throughout the entire IB-Tech TN facility.
- Daily interaction with Associates at all levels required.
- Maintaining payroll information by collating, calculating, and entering data
- Updating payroll records by entering any changes to Associate information or benefits such as job title changes, exemptions and saving deductions.
- Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages.
- Adjust payroll liabilities by determining Associate taxes, including federal and state income and social security tax, and calculating employer's payments for social security, unemployment, and worker's compensation
- Resolving payroll discrepancies and answering any Associate payroll queries
- Maintaining all payroll operations according to company policies and procedures
- Processing and issuing W-2 forms to Associates.
- Process all new hires through E-Verify & TN New Hire Reporting
- Prepare all new hires and terminations paperwork and files.
- Coordinate and process pre-employment background checks and drug screens.
- Administer employee benefit plans such as Medical, Dental, Vision, Life, Short-Term Disability, Long-Term Disability, Wellness, and other programs as implemented.
- Support the integrity of employee records.
- Provide guidance on basic Associate relations issues (i.e., disciplinary actions for attendance, etc.).
- Knowledge of Federal, State and Local employment law required.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.
- Assists with the open enrollment process.
- Assist in recruiting efforts by sorting resumes, setting up interviews, maintaining tracker, schedule physicals & screenings. Some interviewing required.
- Conduct new hire orientations
- Conduct background checks and analyze appropriately.
- Responsible for Associate data and information changes in HRIS Systems (insurance deductions, new hires, terminations, etc.)
- Maintain Associate files and documentation including training certifications, disciplinary actions, etc.
- Must be motivated, work independently, and continuously improve processes.
- Collect and maintain data for EEO1 reporting.
- Work collaboratively within a team to share ideas, ownership, and accountability for driving improvements and consistency of execution for key HR processes.
- Respond timely and professionally to employee inquiries.
- Coordinate other administrative tasks as necessary.

## Education & Experienced Requirements

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- Bachelor's degree (BS/BA), in related field; or equivalent experience preferred.
- 3 – 5 years generalist experience
- Ability to multi-task a must.
- Excellent attention to details
- Mathematical & calculation skills
- Must be willing and able to learn new skills and techniques.
- Must be proficient in MS Office (i.e., Word, Excel, PowerPoint etc.).
- Prior ADP experience preferred.
- Knowledge of Associate benefits and applicable laws
- Must learn and understand the IB-Tech business and standards.
- Must maintain the strictest level of confidentiality.
- Prior experience in a manufacturing environment preferred.

**Grade/Classification:** C2- Coordinator  
**Department Assignment:** Human Resources  
**Reports to:** HR Manager  
**Supervises:** 0

IB-Tech reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs.