



Date: March 15, 2017

Job Title: Human Resource Coordinator

Division: RC Tway

Location: Louisville, KY

Reports to: Sr. Vice President Human Resources and Compliance

Description:

The position is responsible for assisting in the day-to-day administration of various Safety, HR and payroll department activities. The position provides excellent customer service to our associates. Assists with the preparation of time reporting for payroll and attendance control program. Prepares a variety of department reports. Provides current and new associates information on benefits, investigates/help resolve issues that associates have with their benefits plans. Promotes the Health/Wellness initiatives: AHS, RX advocacy program and Wellness program.

Position Key Accountabilities:

- Providing administrative support to the HR & Safety department (i.e. filing, assist in creation of safety Standard Operating Procedures).
- Responsible for human resources department monthly reporting including head count, turnover, recruiting as well as organization charts for KT Group.
- Responsible for entering and set up of all new employees into payroll and HRIS systems, including employee records electronic file maintenance.
- Assist in the coordination of employee benefits to include monthly benefit enrollment meetings.
- Assist in the coordination of company events: United Way, State of the Business meetings, etc.
- Assist in the completion and coordination of company surveys (Leadership Skill Inventory, Plant survey, etc.)
- Assist department with process improvements.
- Provide back-up coverage for Payroll Administrator.
- Other duties as assigned.

Fundamental Irreplaceable Behavior Values:

Interpersonal Skills: Easy to get along with; Treats all people with dignity and respect; displays **kindness**; shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other

people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of “emotional intelligence”; Truly values and genuinely likes

people; Treats others with **respect** and as important person; Is **unselfish** and meets the legitimate needs of others; Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines; Avoids situations and associations that could be considered inappropriate; Honest in all dealings; Upholds and models organization’s values; Does what you say you will do; Is **forgiving** when wronged.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Doesn’t spread gossip or rumors; Acts as a positive influence on others; Is courteous, **patient**, cooperative, and helpful; Is **humble**, never boastful or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn’t make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she **commits** to doing.

Job Requirements

This position requires knowledge of human resources principles and practices, experience with an HRIS database (preferably with ADP systems), and effective oral and written communication skills, excellent interpersonal skills, and advanced computer literacy (Microsoft Office).

Education

- Required
High School Diploma or GED
- Desired
Bachelor’s degree with emphasis in human resources is preferred.

Experience

- One to five years of experience in the HR field.

Core Competencies:

- Has substantial understanding of the HR function and applies knowledge and skills to complete a wide range of tasks.
- Ability to work on a variety of tasks which range from simple to moderately difficult, requiring judgment in resolving issues or in making recommendations.
- Advanced computer literacy especially using Excel and PowerPoint.
- Demonstrates a strong attention to detail.
- Ability to work on multiple tasks and manage daily interruptions.
- Flexibility to adjust to priorities that may change rapidly depending on customer needs.
- Normally receives little instruction on daily work, general instructions on newly introduced assignments.
- Ability to establish strong working relationships with employees from various departments.
- Superior organizational and written/verbal communication skills.

Excellent Performance Outcome for 2017:

1. Consistently conduct matters as a positive, Servant Leader in accordance with the KT Way in all interactions with others, involving internal stakeholders in all major decisions.
2. In conjunction with Payroll Administrator and SVP HR develop process and formats for generating the reports needed to prepare monthly HR reporting. 5/31/2017.
3. Train with Payroll Administrator and be able to provide backup payroll for hourly payroll 9/01/2017.
4. Provide administrative support to KTSV HR Business Partner in the updating of employee handbooks.
5. Learn payroll and HRIS systems--ADP, Stromberg and Ten Street.