****

**Position Available**

**Human Resources Coordinator**

**Summary**

Kuhlman Corporation, based in Maumee, OH, is one of the largest distributors of construction products in Northwest Ohio and Southeast Michigan.

The Human Resource Coordinator is a hands-on representative of our administration team whose job is to help facilitate basic employee-related functions at this fifth-generation family supplier of construction products. With diverse yet substantive job responsibilities, the Human Resource coordinator works with both current employees and new hires, making this a key position within our Company.

Human Resource Coordinator will participate in the recruiting and onboarding of employees, administration of employee benefits, assisting management with employee issues, and compliance with Company policies and procedures. They will coordinate annual benefit elections and compliance reporting, and is a key member of the Company wellness committee. They will have recurring compliance-related duties and will need to be familiar with Company operations and personnel. They will work on improving current Company processes and systems for employees.

**Location:** Maumee, Ohio

**Compensation:** Full-time position, with comprehensive employee benefits.

**Responsibilities**

* Complete daily, weekly, monthly, quarterly and annual responsibilities related to employees and human resources
* Coordinate administration of employee benefits, including annual elections and timely processing of changes
* Assist with human-resource functions, including assistance on benefit reporting
* Provide pre-employment screening support, including background and reference verifications and the administration of standardized pre-employment testing
* Standardize and assist with the onboarding of new employees and the termination process of former employees
* Address employee questions, issues and concerns, and seek to resolve in an effective and timely way
* Prepare mandated reporting
* Maintain employee directories and review and update personnel files as needed
* Facilitate online portal for employee benefits and calendar tracking of date-sensitive human resource items
* Update Employee Handbook and policies as needed
* Provide regular ongoing communication with employees
* Coordinate Company social media presence

**Human Resources Coordinator, Page 2**

* Participate and promote Company Wellness program
* Maintain Company materials provided to employees
* Other duties as may be assigned by management

**Required Skills**

* Prefer a degree in human resources, business management or related field
* Minimum two years of work experience
* Knowledge of employment matters and benefits needed
* Experience working with Union employees is helpful
* Some knowledge of construction industry is helpful
* Work effectively with co-workers, service providers and customers
* Use effective written and oral communication skills
* Organized, detailed orientated and personable
* Decision-making and leadership skills
* Strong team member with problem solving skills
* Good public speaker

**For Questions or to Submit a Resume**

E-mail Amber Malone ([amalone@kuhlman-corp.com](mailto:amalone@kuhlman-corp.com)) or send resume to Amber Malone, Kuhlman Corporation, 1845 Indian Wood Circle, Maumee, OH 43537.