



**OMAHA TRACK**

MATERIAL EQUIPMENT FACILITIES

**Job Title:** Human Resources Coordinator

**Company:** Omaha Track, Inc.

**Organization:** Human Resources

**Location:** Omaha, NE – Corporate Office

**Site Supervisor:** Director of HR & Corporate Admin.

**Manager:** Director of HR & Corporate Admin.

**Exempt Status:** Exempt

**Position Status:** Full-Time

### **Position Description**

The Human Resources Coordinator is responsible for providing high-level HR support to employees and applicants, executing defined strategies to meet business objectives, and proactively identifying and implementing process improvements. They also provide overall administrative support to Human Resources & Corporate Administration.

### **Major Areas of Responsibility**

- Function as the primary administrator of the HR Service Center:
  - Serve as the first point of contact for applicant and employee assistance and information
  - Respond to all HR Service Center inquiries, including e-mail, face-to-face, and telephone interactions
  - Obtain and provide requested information, or take appropriate action to resolve, refer, or escalate issues in accordance with company and/or HR policies and procedures
- Provide overall administrative support to the Human Resources & Corporate Administration department:
  - Review new applications and handle the pre-employment testing aspects of the selection process
  - Facilitate and ensure the timely completion of the pre-employment/onboarding process for new hires
  - Process employee changes and updates in our HRIS system (SyncHR)
  - File and maintain all HR and personnel related documentation electronically
- Identify, develop, and implement process improvements specific to HR administration and coordination
- Assist in developing and maintaining standard operating procedure documentation for the department
- Prepare and submit employee data reports, meeting internal, state, and federal reporting requirements
- Maintain current/general knowledge of Omaha Track's employment policies and benefit information

### **Minimum Qualifications**

- College degree in Business, Human Resources, or a related field, or 1 - 4 years of HR/applicable experience
- Demonstrated ability to provide a superior level of customer service and professionalism
- Strong planning and organizational skills including demonstrated ability to meet deadlines
- Excellent written and verbal communication skills with a high level of accuracy and attention to detail
- Demonstrated ability to take initiative, prioritize tasks appropriately, and follow-up on outstanding items

### **Work Requirements**

- Strong aptitude with technology including proficiency with basic computer programs and Microsoft Office Suite; ability to learn and become proficient in electronic data filing and web based programs/systems
- Maintain a high degree of confidentiality with sensitive organizational and personnel information
- Dependable and consistent attendance/punctuality
- Ability to effectively work in a team environment while still completing independent work tasks/assignments
- Ability to meet all functional requirements including, but not limited to: lifting (up to 30lbs), sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*This job description was last updated on March 29, 2018.*