

**Notice of Position Opening**

**Human Resources Coordinator**

NEBCO, Inc. Lincoln, Nebraska

**Summary**

We are seeking a human resources coordinator to join the NEBCO family and be a key player within the human resources team. This person is responsible to perform a wide range of human resource and benefit coordination functions that support company goals and standards. Supporting team members and new employees in a timely and friendly manner is the first and most important priority.

**Essential Duties & Responsibilities**

Process a variety of benefits information (e.g. Cobra, FMLA, retirement benefits, eligibility, enrollment, etc.) for the purposes of documenting and disseminating information to appropriate parties.

Reconcile enrollment forms and billings of benefit information.

Coordinate with the Human Resources and Benefits team to ensure compliance of onboarding processes.

Maintain accurate and up-to-date human resource files, records and documentation for audit purposes.

Post current openings on job boards, social media and other relevant sites.

Conduct background checks on qualified candidates.

Conduct phone and in-person interviews for various positions.

Complete salary and benefit surveys from various external sources to assure market data is available for evaluation of current compensation and benefit practices within the marketplace.

Plan, implement and coordinate various human resource programs and services in a generalist capacity.

Manage and maintain job descriptions to ensure we are consistent with our message across all companies and divisions.

Support managers in the development of documentation process and programs to evaluate and recognize employee performance.

May assist payroll coordinator, as needed, in the administration of timecards to ensure an efficient and effective work environment. Assures confidentiality of all information relating to benefits and payroll.

Perform others duties as assigned.

**Education, Knowledge, Skills & Abilities**

1-2 years of experience in the human resources and benefits field preferred, an Associate’s Degree in Human Resources, Business Administration or related field; or a combination of education and experience that supports competence to perform the key HR functions.

Strong relationship building skills with confident to initiate and develop solid business partner relationships with internal and external groups.

Bi-Lingual (Spanish/English) communication preferred but not required; excellent verbal and written communication skills.

Sufficient experience and understanding of current federal, state, local, and labor laws to be able to interpret and guide others as well as protect and monitor company actions/needs.

Ability to effectively work with employees at all levels of the organization and effectively communicate human relation issues/conflicts in a professional, confidential and sensitive manner to HR management and other various levels of leadership.

Skilled in operating personal computer, proficient with Microsoft Office or related software. Proficient with and/or the ability to learn payroll management systems and human resource information systems (HRIS) or similar software applications.

Committed to being a long-term member in a high-performance organization.

A valid NE driver’s license.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stoop, kneel, or crouch. The employee may be required to sit for extended periods of time.  The employee is occasionally required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms and talk or hear. The employee must frequently lift and/or move up to 25 pounds.  Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.  Due to the nature of the business, must be able to respond to diverse work environments and locations.  Position to be stationed at the Corporate offices at 1815 Y Street, Lincoln, NE location. Position does require travel as needed to field locations to provide benefit meetings and technical assistance to the users. This is a non-smoking campus.

**Condition of Employment:**

Candidate is required to meet the above qualifications and task frequency. Approval of pre-employment reference, background checks and post offer drug/alcohol testing with fit-for-employment screens (if applicable) are required as conditions of employment.

**Apply online:** [**www.nebcoinc.com**](http://www.nebcoinc.com/)

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