



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 by performing the following duties.

Essential Duties and Responsibilities include the following:

Abide by Company Safety Program and Policies, while performing duties safely.

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, payroll and HR activities.

Perform others duties as assigned.

Education and/or Experience:

Associate's Degree in Human Resources, Business Administration or related field and one to two years' experience in the human resources field preferred; or a combination of education and experience that supports competence to perform the key HR functions. Must have effective interpersonal skills. Must be self-motivated and directed. Must understand the need to work in a team-oriented, collaborative, and confidential work environment focusing on accuracy and timeliness. Must have human resource 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. Must be committed to being a long-term member in a high-performance organization.

Language Skills:

Would prefer bilingual skills—Spanish/English. Ability to read and interpret documents such as technical manuals, procedural documentation and maintenance instructions. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization. Strong written and oral communication skills. Must be able to present ideas in user friendly language.

Mathematical Skills:

Solid understanding of business/accounting math skills required. Must be able to work with numbers and dates to complete reports. Identify and correct errors in a variety of mathematical computations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables. Must have an aptitude for detail.

Computer Skills:

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.

Licenses or other Certifications:

Must have a valid NE driver's license with a good driving record to meet the company insurability program.

Other Skills and Abilities:

This is a confidential employee. Must have good attention to detail, with excellent analytical and problem solving skills. Must be able to multi task and do complete staff work on assignments. Must have good communication skills and understand operating in a confidential, supportive work environment. Must focus on providing quality services while demonstrating a high degree of professionalism. Must have a sense of urgency to resolve issues according to sound prioritization skills. Must be able to demonstrate resourcefulness and good customer service skills. Must be flexible and able to prioritize and juggle multiple issues simultaneously while meeting strict deadlines. Must have the 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.

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:

The noise level in the work environment is usually quiet. The job requires a considerable amount of discipline to motivate and maintain a constant commitment to meeting goals and achieving results. Most of the work is performed within an office environment, but there will be times when the employee must visit various company locations on employee meetings/ issues. This is a non-smoking campus.

Condition of Employment:

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

NEBCO, 1815 Y Street, Lincoln, NE 68501 (402) 434-1212

External candidates, apply online: www.nebcoinc.com

(Notice Period: 2/3/2020– till filled)