AKRS is seeking a qualified and dedicated **Human Resource Coordinator** to join our dynamic HR team. As a Human Resource Coordinator, you will play a key role in supporting various HR functions and ensuring the smooth operation of our HR processes.

**Responsibilities:**

* Assists in the recruitment and interview process, including posting job ads, screening resumes, and scheduling interviews
* Submit online background check request and monitors for complete checks
* Enter new hire information in payroll system
* Prepare new employee files
* E-file appropriate employee files
* Make photocopies, mails, scans and emails documents and performs other clerical functions
* Research and make recommendations on more efficient human resources processes or procedures
* Assist in ad-hoc HR projects
* Maintains employee confidence and protects operations by keeping human resource information confidential
* Abide by company-enforced HR processes and current employment laws and regulations

**Requirements:**

* Bachelor’s degree in human resources or related field
* Excellent verbal and written communication skills
* Excellent interpersonal and customer service skills
* Excellent organizational skills and attention to detail
* Working understanding of human resource principles, practices and procedures
* Excellent time management skills
* Proficient with Microsoft Office Suite or related software
* Ability to maintain strict confidentiality and handle sensitive information appropriately

Start your Road to Success at AKRS Equipment by applying through the career site at www.akrs.com today!

EOE