

# LORIN

## HUMAN RESOURCES COORDINATOR

Lorin Industries is a West Michigan Anodizing Company with an opportunity for a high energy, positive professional who believes in providing the highest quality of service to join our Human Resources Team.

Our Human Resources Coordinator works closely with the Vice President of Human Resources to ensure that we are providing superior customer service to the Lorin Team.

We are looking for a candidate that will:

- Have a high level of integrity and interpersonal skills with the ability to handle sensitive and confidential situations and information.
- Have an ability to build relationships and trust with employees at all levels of the organization.
- Be detail-oriented and proactive. Will be able to handle multiple tasks at one time.
- Have strong organizational skills and have a sense of urgency.
- Always maintain and promote a positive attitude.
- Have a degree in Human Resources with 1-2 years of experience working in Human Resources.
- Actively seek out opportunities to build, support and communicate the company culture.

The following are the primary responsibilities of our Human Resources Coordinator:

- Recruitment – recruits, interviews, and helps facilitate the hiring process for open positions.
- Conducts onboarding for all new employees.
- Management of time and attendance and payroll processing.
- Management of all employee benefits.
- Management of Performance Management processes.
- Maintain and update HR policies, procedures, and employee handbook, ensuring alignment with current laws and best practices.
- Maintains compliance with all federal, state, and local employment laws.
- Employee relations.
- Other human resources administrative duties and tasks.

This is an opportunity to join an organization that puts employees first and to help make a difference in the success and growth of our business and our employees.

Lorin offers a competitive salary and benefit package that includes:

- Paid time off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending
- 401(k) with a company match
- Education Reimbursement program

Lorin Industries is an equal opportunity employer and considers all qualified applicants without regard to race, color, sex, sexual orientation, gender identity, age, religion, disability, national origin, citizenship, height, weight, genetic information, marital status, pregnancy, protected veteran status or any other status protected by law.