**Position Description**

**Job Title:** HR Coordinator **Last Date Revised:** 5/15/19

**Reports To:** Director of Human Resources **Property:** Home Office

**Summary:** The HR Coordinator is responsible for all aspects of employee life cycle processes, including team member onboarding, benefits administration, safety and wellness, worker’s compensation, leaves of absence, and engagement. This position provides outstanding service and support to our 500+ team members and collaborates with the HR team on employee engagement initiatives. We are in the process of implementing a new and enhanced HCM system, so now is a great time to join our team as we innovate and improve!

**Essential Duties and Responsibilities**:

* Performs benefit program administration, including vendor and benefits broker management, benefits communication to team members, compliance and annual open enrollment.
* Serves as the point person for HR-related paperwork, including benefits, new hires, status changes, incident reports; Trains and supports managers to ensure compliance with Oki Golf policies and procedures.
* Manages leave of absences, including FMLA, worker’s compensation cases, and return to work.
* Manages safety and health/wellness programs and communications.
* Serves as an ambassador for employee satisfaction through observation, conversation and other means, and makes recommendations for improvement.
* Suggests and implements innovative and creative ideas for process improvements.

**Requirements:**

* Impeccable attention to detail, excellent writing, grammar, communication and organizational skills
* Proven ability to innovate, solve problems, meet deadlines
* Ability to collaborate and influence others without a direct reporting relationship
* Proficient in MS Office; HRIS/HCM experience required, Ceridian Dayforce experience a plus
* Human Resources experience a plus
* Superior English communication skills, both written and verbal
* High degree of confidentiality and personal integrity
* Trustworthy and able to develop and maintain strong working relationships
* Approachable and able to provide engaging customer service
* Demonstrated interest in HR career growth
* Creative, fun, and a sense of humor!

**Oki Golf offers an impressive collection of benefits! Some benefits include:**

* Medical/Dental/Vision/Telehealth Coverage
* Company paid Life Insurance and Long-Term Disability
* FSA options
* 401(k) with company match
* Paid Vacation and Sick Time
* Golf Benefits, Meal and Merchandise discount
* Team Member Referral Program

Oki Golf is an EOE/M/F/D/V workplace