



Job title	HRIS / Comp and Benefits Coordinator
Reports to	HR Director

HRIS / Comp and Benefits Coordinator

Position Summary

The HRIS / Comp and Benefits Coordinator administers the activities relating to the full life cycle of our teams. Specifically, employee compensation, benefits, and performance management. This individual will play a critical role in the launch our new HRIS platform and ultimately become the subject matter expert as it relates to HRIS administration and our employee benefits.

HRIS / Comp and Benefits Coordinator Duties and Responsibilities

HRIS Administration:

- Convert and maintain complete electronic employee personnel files, records, and other documentation for employees, including processing new employees and forms for employment status changes. Coordinates pre-employment paperwork and processes.
- Prepares reports from the HRIS involving payroll information, performance management and demographic data. Maintains data integrity in systems by running queries and analyzing data to review source documents for accuracy and completion of data input.
- Prepares hours reports for Operations Leadership
- Assists with annual EEO-1 reporting and Affirmative Action Plan by pulling reports

Payroll Administration:

- Processes payroll for hourly & salaried workers; including reviewing and importing hours from our time keeping systems, entering tax and direct deposit information, administering regulatory requirements, e.g. garnishments, tax levies, and support orders, and other adjustments to pay as necessary.
- Responds to unemployment claims in a timely manner.
- Maintains employee records in payroll/HRIS system.

- Administers the time and attendance policy and paid leave policy for all employees.
- Produces scheduled and ad-hoc reports pertaining to payroll and human resources.

Benefits:

- Administers all employee benefit programs including enrollments and terminations.
- Coordinates and conducts the new employee onboarding process and presents benefit presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Assists employees with FMLA & Short-Term Disability paperwork. Manages disability claims according to the plan.
- Fulfills all governmental regulatory mandates and ensures filings are performed as required.
- Facilitates annual open enrollment period. This includes preparation (or revision) and distribution of materials, and processing changes within deadlines.
- Plans, conducts, and reports results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee. Works closely with accounting for quarterly and year-end audits (payroll, Workers Comp, 401k, etc).
- Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Processes monthly billings from providers. Reviews billings for accuracy and approves for payment in a timely manner. Resolves discrepancies with carriers and payroll.
- Administers online COBRA enrollments/changes.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HRIS / Comp and Benefits Coordinator - Qualifications

- 3 years of comp and benefits administration experience, preferably in a manufacturing facility.
- Bachelor's degree in Business, HR or Accounting or an extensive history fulfilling this role.

- Strong computer skills including the ability to prepare spreadsheets, utilize various HRIS platforms, Microsoft Office Products (Word, Excel, Power Point) .
- An absolute passion for people.

HRIS / Comp and Benefits Coordinator - Experience

- Excellent time management and follow-through skills.
- Knowledge of a variety of computer software applications including payroll, benefits, time & attendance, HRIS and self-service systems.
- Experience with various payroll and HRIS software.
- Demonstrate a history of being highly “process driven” with a commitment to a positive employee experience.
- The ability to work with confidential information.
- Strong written and verbal communication skills.
- Possess strong organizational skills and ability to complete multiple tasks and high volume of work on deadline.

Benefits

- Generous 401K
- Vacation
- Insurance (Health, Dental, Vision, Short- and Long-Term Disability, Life Insurance)
- Bonus Plan
- Partial Gym Membership
- Free Ice Cream
- Committed Team
- All Benefits start **Day One!**

Why Hudsonville?

We take pride in offering benefits that are competitive. Here at Hudsonville, we offer a first-class work environment with a real family feel to it. We appreciate our employee's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options designed to fit our employee's needs. We also value continuous learning and offer many opportunities for off-site training.
