

**Job Title: HR Coordinator**  
**Department: Human Resources**

**Status: Full-time, Hourly, Non-Exempt**  
**Reports to: Human Resources Director**

**Position Summary:** The HR Coordinator (HRC) is primarily responsible for carrying out HR-related responsibilities in relation to day-to-day support of Associates. Assists Human Resources Director to ensure operational effectiveness and exceptional support service to all Jackson associates. The HRC should strive to always maintain a courteous and professional manner. Jackson Holdings Group requires this manner to extend to the expert and efficient communication with associates, managers, applicants, staffing agencies and vendors.

**General Purpose:** To provide HR support for Associates and management of Jackson Marketing Group, Jackson Motorsports Group, and JX2 Performance Group.

**Essential Functions:**

**Benefits**

- Answer Associate questions regarding benefit plans
- Support Open Enrollment activities, including enrollments and communication
- Reconcile invoices from plan providers, as requested

**General HR**

- Support Associates in questions regarding Company policies and processes
- Coordinate and plan Associate recognition and appreciation events
- Update and maintain JMG Intranet content in cooperation with Office Coordinator-Receptionist and HR Director
- Cooperate in and coordinate projects at the direction of the HR Director
- Input and maintain data in HR systems
- Create and maintain employee files
- Prepare documents and presentations
- Maintain a cooperative, supportive working relationship with all Associates
- Assist in off-boarding personnel, e-cards, schedule drop-ins, intranet announcements, and updating records as needed

**Payroll**

- Management of all Associate PTO records, perform quarterly PTO audit
- Support administration of time cards to ensure accurate and timely payment of wages to Associates
- Provide reports to CFO as requested

**Recruiting**

- Assist in the recruitment of personnel as assigned, working with hiring managers and agencies, as necessary
- Manage Internship program working directly with hiring managers to identify needs, source candidates, and fill positions. Also, serve as a general point of contact, aka “ambassador” for interns during their term.
- Coordinate pre-employment screening for all part-time and full-time associates, including technical and profile testing, background checks, and substance testing
- Pre-employment preparation for new hires – coordinate elements of intranet announcement, head shots, press releases, and new hire packets
- Support onboarding activities, including conducting introductory tours for new hires, scheduling meetings with applicable department heads and leaders

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### **Safety and Training**

- Coordinate first responder team activities under direction of HR Director and CFO, including annual team assignments and training
- Schedule forklift training per direction of HR Director
- Support development of training programs and sessions for Associates
- Coordinate logistics for Associate trainings
- Manage online training account for Associate use
- Responsible for assuring ANSI-approved first aid kits, eye wash station, safety glasses and ear protection are available in designated areas per company, including coordinating with Fleet Operations to assure all tractor trailers and pickup truck/trailers are also stocked and available to Associates.

### **Other**

- Provide ongoing support for HR Director and CFO as needed
- Provide backup for front desk and phone coverage
- Provide support for Company events, as requested
- Demonstrate personal flexibility in approach and ideas, responding positively and supporting and promoting appropriate changes in procedures, process, technology, responsibility, and assignments
- Organize and prioritize work assignments to complete assignments/tasks on time, with quality, and has the ability to anticipate problem areas in advance
- Apply creative approaches and ideas to solve problems maximizing effective use of appropriate resources
- Encourage and assist others
- Perform other duties and assignments as requested

### **Essential Skills & Experience:**

- Good knowledge of federal and state labor and employment laws
- Excellent interpersonal and communication skills (written and verbal)
- Strong organizational skills
- Strong critical thinking and analytical skills
- Confidentiality in all HR matters
- Positive, customer service oriented attitude
- Proactive and resourceful team player
- Very strong computer skills with proficiency in MS Office, including Outlook, Word, Excel and PowerPoint
- Commitment to company values

### **Nonessential Functions, Skills & Experience:**

- 2-3 years of general HR experience, preferred
- Experience with HRIS preferred

**Physical Demands & Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, keyboards, office equipment, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk and hear. The associate must occasionally lift up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate.

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