

<b>POSITION TITLE:</b>	HR Coordinator
<b>REPORTS TO:</b>	HR Director
<b>REQUISITION:</b>	293

## **POSITION SUMMARY**

As an HR Coordinator with Fieldwood Energy, the successful candidate will provide professional support to the HR Department while having the opportunity to engage in special projects as needed. This position is located in our Houston, Texas office and works a 9/80 work schedule.

## **PRIMARY RESPONSIBILITIES**

- Manage HRIS data to include, data entry for new hires, terminations and any other employee changes. Maintain an up to date organizational chart.
- Demonstrate a willingness to learn and serve as backup to the Payroll Manager as well as other members of the HR team.
- Assist with verification of employment forms, as needed.
- As needed, provide support to the Benefits Manager for day to day activities.
- Serve as first level of contact and support to all employees and front line managers on company specific inquiries such as policies and programs, elevating more complex issues to other members of the HR team.
- Maintain a consistent and professional level of discretion and confidentiality at all times.
- Assist in employee data analysis, general audits and reporting.
- As needed, assist with recruiting duties, which include, drafting job descriptions, scheduling interviews, drafting offer letters and developing onboarding plans.
- Maintain applicant tracking records and provide routine updates to candidates.
- Responsible to complete new hire procedures which include conducting all pre-employment requirements, new hire paperwork and facilitating new hire orientation.
- Perform exit interviews for departing employees to gain insightful information for future retention efforts.
- With guidance from the HR Director, assist with routine disciplinary actions which may include incident investigation, documenting through written warnings and/or assisting with Performance Improvement Plans.
- With guidance from the HR Director, engage in employee relations concerns/issues as they may arise.
- As needed, assist with drafting routine company communications, announcement, etc.
- Assist with the Company's DOT drug testing programs to ensure compliance.
- Other HR related projects as assigned.

## **MINIMUM REQUIREMENTS**

- Entry level to intermediate experience
- Company reserves the right to advance the level depending on candidate's experience level
- College degree and HR certifications preferred
- Strong written and verbal communication skills
- High ethical standards with the ability to handle sensitive and confidential information appropriately.
- Ability to work in a computing environment using email, Microsoft office products and ability to learn the HRIS system, quickly.