



Human Resources Coordinator

Company History

Didion-Orf Recycling is family owned and operated since 2001. Our company adheres to all R2/RIOS, EPA, federal, state, and local laws. Didion-Orf strives to keep the highest standards in the recycling industry while maintaining a tenacious attitude for success. We pride ourselves on customer service and keeping competitive pricing in today's markets. We operate on a 17 acre facility and offer a wide range of recycling solutions. Our company's success is rooted in our ability to work as a team and harvest a positive work environment. We are always looking for dedicated employees that share the same entrepreneur spirit and initiative that started Didion Orf Recycling over 16 years ago.

Job Duties/Responsibilities

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures to management.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Serve as a point of contact for company benefits
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Serving as a point person for all new employee questions
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to performance reviews and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Completing termination paperwork and assisting with exist interviews
- Track employee time daily by ensuring employees are clocking in and out properly

Behavioral Expectations

- Reporting to work in a timely manner
 - Complies with all company policies
 - Outstanding customer service
 - Long-Term client relationships
 - Organizational integrity and honesty
 - Workplace and employee safety
 - Well-being of our employees
 - Highest level of professionalism
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Preferred Qualifications/Skills

- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
 - Must possess strong interpersonal skills
 - Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
 - Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
 - Must be able to prioritize and plan work activities as to use time efficiently
 - Must be organized, accurate, thorough, and able to monitor work for quality
 - Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
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Education/Experience

- *High School Diploma or equivalent*
 - *At least 5 years' experience in Human Resources*
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Work Environment

Employee will be at our main office building, you will be subject to dust

Benefits

- Eligible employees can elect to participate in:
- Medical, life, dental, vision plans
- Direct Deposit
- Flex Spending Accounts
- Optional/Voluntary policies such as short and long-term disability, accident policy, etc.
- 401 (k) plan and/or Traditional or Roth IRA
- Paid time off
- Paid sick time
- Paid holidays