

JOB DESCRIPTION

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| JOB TITLE | HR Coordinator |
| REPORTS TO | General Manager |
| DEPARTMENT | Human Resources |

JOB PURPOSE:

As HR Coordinator, he/she possesses excellent organizational and people skills and a personable disposition to keep Carel Elevators N.V. thriving. Our HR Coordinator completes clerical duties along with administering benefits, processing payroll and handling any problems or questions from employees. The position also has an active role in ensuring all human resource functions are complying with local labor laws.

KEY COMPETENCIES:

- Decision Making
- Employee Relations
- Attention to Detail
- Flexibility
- Recruitment
- Written and Verbal Communication
- Patience, compassion and empathy
- Readiness to learn
- Business Acumen
- Collaborative
- Prioritization
- Customer Service
- Problem-solving
- Result and goal oriented
- Negotiation
- Time Management

RESPONSIBILITIES:

The general responsibilities will include, but are not limited to:

Staffing and Recruiting:

- Review and select resumes during hiring processes and update databases accordingly.
- Update job requirements and job descriptions for all positions.
- Organize physical and digital copies of employee records.

Compensation and Benefits Administration:

- Use HR software to manage payroll and employee benefits, including bonuses, leaves, and absences administration.
- Assist in the coordination of staffing and recruitment processes.

Employment Law:

- Communicate with Department of Labor, DAO when needed.
- Oversee employee labor laws and regulations to assure compliance.

- Ensure legal compliance by monitoring and implementing applicable human resource local requirements and conducting investigations.

Development and Training:

- Process documentation and prepare reports relating to annual performance reviews.
- Plan new hires onboarding strategies and perform new employees' orientation to deliver an exceptional first-day experience.
- Arrange seminars, workshops, and conferences based on each department's training needs.

Wellness and Safety:

- Coordinate employee satisfaction surveys and give actionable insights to improve employees' experience.
- Reinforce the company policies, rules, and procedures to ensure employees' safety.

Employee Relations

- Support employees when human resources issues arise with efficient problem-solving in consultation with Management.
- Recommend and develop employee relations practices to foster a positive employer-employee relationship.
- Conduct and analyze exit interviews and make actionable recommendations based on data.

Product Knowledge:

- Stay informed about the company's products and services, ensuring the ability to inform clients effectively.

Office Environment:

- Maintain a safe, secure, and pleasant work environment for both employees and visitors.

The responsibilities mentioned above are not to be considered as definite; Management can request the employee to perform other tasks and duties from time to time based on business needs.

WORKING CONDITIONS:

The working conditions usually include working indoors and outdoors, in an office setting, working in front of a computer and possibly in the field. The nature of the work may include physically demanding activities, such as standing, walking and sitting for long periods of time,

and working a standard 40-hour week, although working longer hours to meet deadlines or to oversee the work of subordinates may be possible.

KNOWLEDGE, SKILLS AND ATTITUDES:

- Excellent computer skills, including a high degree of proficiency and/or vast knowledge in Microsoft Office Suite (Word, Excel, Powerpoint and Outlook), and Google Drive.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Excellent written and verbal communication skills.
- Outstanding communication and interpersonal skills.
- Knowledge of human resources processes and best practices.

QUALIFICATION/EXPERIENCE:

- Associate degree or equivalent experience.
- Experience in human resources and payroll administration.
- Experience with HR databases and HRIS systems.
- Familiarity with social media recruiting.
- Experience in tracking, measuring, and drawing insights from KPIs.