

Mentor Lumber & Supply is looking for a highly motivated and confident HR Coordinator to join our team. This position plays an essential role in providing exceptional employee relations to our team by driving company culture in alignment with Mentor Lumber values.

This position:

- Performs all aspects of HR including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance; recognition, and morale; payroll; occupational health and safety; training and development.
- Provides day-to-day coaching to leadership on a variety of actions to include employee relations issues, policy interpretation and application, talent management and development, and consultation.
- Continuously reviews and revises relevant policies to ensure compliance and alignment with industry standards and best practices.
- Leads end-to-end recruitment efforts, including sourcing, interviewing, and facilitating the hiring process, to attract and secure top talent that aligns with organizational goals and culture.
- Leads the execution and management of comprehensive new hire orientation programs to ensure a smooth onboarding process for incoming team members.
- Administers FMLA, short-term disability, unemployment, workers' compensation and liability insurance claims and correspondence.
- Maintains comprehensive records throughout the entire employee life cycle, ensuring accurate and up-to-date documentation in compliance with company policy and legal requirements.
- Accurately completes and submits all employment reports as due monthly, quarterly or annually, as required by the State of Ohio, Federal Government, DOT, OSHA, SERC (Tier II), BUSTR, OTTER, Ohio Job and Family Services, EEO-1, etc.
- Serves as Safety Committee Leader. Oversees and coordinates safety training programs designed to ensure compliance with safety regulations and best practices.
- Contributes to the marketing efforts by assisting in the development and execution of promotional strategies via the organization's social media platforms.
- Provides assistance with biweekly payroll.
- Plans and organizes company employee activities.

Qualified candidates must possess:

- Thorough knowledge of applicable employment laws including FMLA, Workers Compensation, EEOC, ADA, etc.
- A minimum of 2 years of human resources experience to include employee relations, staffing, benefits and safety.
- Demonstrated successful capability to resolve conflict over sensitive or complex issues.
- Ability to function at a high level of effectiveness, flexibility and initiative.
- Mentor Lumber hires individuals who fully support and embrace our Core Values: A Commitment To Excellence, Teamwork, and Respect in All That We Do!

Job Type: 35-40 hours/week

Benefits:

- 401(k)
- 401(k) Matching
- Dental Insurance
- Disability Insurance
- Employee Discount
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan
- Vision Insurance

Schedule:

- Monday to Friday

Experience:

- Accounting: 1 year (Preferred)
- Human Resources: 2 years (Required)