

Corporate	Master Job Description		
	Revision:		

Department	Human Resources		
Job Title	HR Coordinator	FLSA Status	Exempt
Role	Recruiter		
Sub Role (If any)	N/A		
Reports To			

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

<p>Primary Role Purpose: Human resources Coordinator is a hands-on representative of Human Resources department whose job is to assist with all basic Human Resources functions.</p> <p>Secondary Role Purpose: Partner with the Human Resources Team to achieve strategic organizational goals and objectives in regards to recruitment.</p>

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

<p>Primary Key Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Perform orientations, onboarding and update records with new hires. • Produce and submit reports on general HR activity. • Assist in addressing employee matters and organizing work activities for the company. • Liaise with other departments or functions (Purchasing, Customer Service, Accounts, etc.) • Prepare, label, organize and maintain files. • Responsible for preparing and coordinating any functions pertaining to employment, compensation, labor negotiations and employee relations. • Assist in formulating methods to improve employment policies, processes and practices. • General troubleshooting as necessary (travel itineraries, reaching out to IT support, other) and on a timely basis. • Respond to internal and external HR related inquiries or requests and provide assistance. • Direct HR related calls or distribute correspondence to the appropriate person of the team. • Assist in maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met. • Handle and complete special projects as required. • Comply with FDA guidelines/Company Policies of Data Integrity.

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- Other HR duties as needed.
- Secondary Key Duties & Responsibilities:**
- Manage multiple job orders and responsibilities
 - Actively recruit, interview, and recommended candidates for various departments and levels
 - Manage the staffing process by posting open positions, screening and qualifying applicants, conducting phone screens, coordinating on-site interviews, assisting hiring managers with selection decisions, tracking applicant activities, and performing reference/background checks.
 - Extend offers and negotiate salary with potential hires in collaboration with hiring managers, HR and finance team
 - Use online job platform resources such as ZipRecruiter, CareerBuilder, Monster.com, Indeed.com, CWDS/Job Gateway, LinkedIn, and/or Glassdoor to search for qualified applicants
 - Plan, organize and participate in job fairs with various education institution organizations
 - Lead yearly internship program
 - Conduct Phone Interviews/Screenings on behalf of the company
 - Review all resumes with HR team
 - Plan, organize and host successful onsite interview sessions on behalf of the company
 - Conduct reference checks
 - Compile and gather recruiting metrics
 - Review and respond to e-mails daily
 - Comply with FDA guidelines/Company Policies of Data Integrity
 - Other HR duties as needed or assigned by the manager

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

N/A

4. Education & Experience:

(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
Minimum of a Bachelor's degree or equivalent in Human Resource or related field preferred	N/A
N/A	N/A

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Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

Human Resources experience is preferred.

Number of Years (Minimum to Maximum)	1-10 years preferred
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5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

Technical competencies	<p>Primary Technical Competencies:</p> <ul style="list-style-type: none"> • Leadership skills which reflect directives for compliance of all pharmaceutical products • Innovative • Naturally positive, upbeat attitude • Demonstrates a high level of confidence, integrity and motivation • Handles confidential and non-routine information with poise, tact, and diplomacy • Flexible and responsive • Outstanding organization skills; is detail-oriented self-starter; is able to independently prioritize and multitask; follows through consistently; demonstrates ownership through responsibility and accountability for end product; is proactive and persistent in job efforts; does not get frustrated with time limitations or high-pressure situations; works productively when under pressure • Anticipates and meets the needs of executives, teams and administrative colleagues • Ability to work effectively in a fast paced, timeline-driven, extremely high-expectation environment; is flexible to occasionally work overtime on short notice • Takes initiative and exhibits resourcefulness in problem solving; experienced in working in a collaborative team environment <p>Secondary Technical Competencies:</p> <ul style="list-style-type: none"> • Maintains confidentiality at all times and exercises solid, dependable judgment and discretion
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	<ul style="list-style-type: none"> • Displays effective communication skills, both oral and written (timely, clear, succinct); constructively delivers and receives feedback
Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A