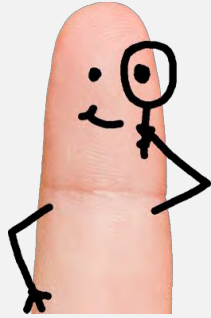


Date completed/revised: DD/MM/YYYY

## Position Details

<b>Title</b>	HR Coordinator		
<b>Reports To</b>	Insert title, not individual's name		
<b>Department</b>	HR		
<b>Position Status</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term      Term End Date (if applicable): DD/MM/YYYY		
<b>Eligible for Benefits</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Comments if applicable		
<b>Overtime Exemption Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>Variable Compensation</b>	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable		
<b>Hours per Week</b>	Insert actual expected hours of work per week, excluding breaks or lunch/week		
<b>Location</b>			
<b>Job Classification</b>	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP		
<b>Salary Range</b>	Insert salary range, or insert: "As per Job Classification"		
<b>Direct Reports</b>	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable		



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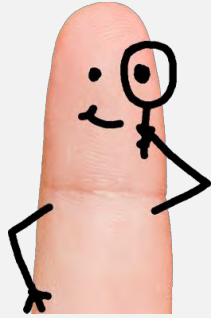
- d. Assists with responding to employee inquiries or requests.
- e. Assists with managing the recruitment and interview process.
- f. Maintains employee relations.
- g. Maintains grievance and employee records.
- h. Schedules meetings and maintains agendas for HR events.
- i. Participates in the health and safety committee.
- j. Administers employee benefits plans.
- k. Resolves payroll inquiries.
- l. Assists with performance review and termination process.
- m. Performs orientations and updates records of new employees.
- n. Ensures compliance with employment laws and regulations.
- o. Coordinates social activities and lunch&learns.

**2. Insert high-level responsibility Example 20%**

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

## Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
MS Office suite	x		
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
HR processes & best practices	x		
General knowledge of all areas of HR including orientation, hiring, compensation, performance management, and employee relations		x	
HRIS and report writing skills		x	
HR Administration	x		



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### **FLEXIBILITY / ADAPTABILITY**

- ♦ Adjusts own behaviors to work successfully in light of new information, and/or changing direction and environments.
- ♦ Is willing to adapt and do what is necessary to get the desired results.
- ♦ Remains positive when faced with unexpected events.
- ♦ Adapts well to, and supports change.
- ♦ Accepts changing priorities and direction.

### **TEAMWORK / COLLABORATION**

- ♦ Works cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- ♦ Promotes collaboration and interaction.
- ♦ Works effectively with people with different abilities and perspectives.
- ♦ Resolves conflict quickly and lets it go.
- ♦ Shares information.
- ♦ Supports team members.
- ♦ Makes time for celebration.

### **PROBLEM SOLVING**

- ♦ Assesses challenges to identify causes.
- ♦ Gathers and processes relevant information.
- ♦ Generates creative solutions and finds a way to make it work.
- ♦ Makes recommendations and/or resolves the situation.
- ♦ Acknowledges when one doesn't know something and takes steps to find the answer.

### **PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT**

- ♦ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.
- ♦ Sets the right priorities.
- ♦ Utilizes planning and/or time management tools.
- ♦ Monitors progress and makes necessary corrections.
- ♦ Controls interruptions.
- ♦ Accomplishes work in a timely manner.



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## Acknowledgement

Accepted and agreed to by:

### EMPLOYEE

<b>Employee Name</b>	
Signature	Date

### MANAGER APPROVAL

<b>Manager Name</b>	<b>Manager Title</b>
Signature	Date

### NEXT LEVEL APPROVAL

*All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.*

<b>Name</b>	<b>Title</b>
Signature	Date

### HR APPROVAL

*All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.*

<b>Name</b>	<b>Title</b>
Signature	Date