



**Power System  
Engineering, Inc.**

**1532 West Broadway, Madison, WI 53713**

**[www.powersystem.org](http://www.powersystem.org)**

## **Job Description**

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### **Job Summary:**

The Human Resources Coordinator will be responsible to provide administrative support and assistance in all areas of the HR department. The main duties include, but not limited to collaborating with the HR Manager in recruiting candidates to fill open roles and hiring goals, assist with onboarding employees, and providing administrative support to employees.

### **Essential Functions:**

As defined under the Americans with Disabilities Act, these include the following responsibilities, minimum job knowledge, skills, and abilities. This is not necessarily an all-inclusive listing. The scope and responsibilities of this position may change or be altered based on client needs, business and practice area opportunities, and company direction. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Responsibilities:**

- Assist with day-to-day operations of the HR functions and duties
- Provide administrative support to HR Manager
- Talent Management
  - Assist HR Manager in the whole recruitment lifecycle
    - Create and post open positions to job boards and social media sites
    - Sourcing candidates
    - Screen applicants/resumes for qualifications and shortlist candidates
    - Assist, and at times perform pre-employment phone screening of candidates
    - Coordinate communication with candidates and schedule interviews with HR Manager and Hiring Managers
    - Maintain records and documents associated with the hiring process
    - Participate and coordinate job fairs and recruiting events
    - Assist in the offer letter process
    - Ensure HR department is organized and operates smoothly to attract, hire, and retain employees.
- New Hire Administration & Employee Engagement
  - Perform and coordinate background checks after offer acceptance
  - Assist with onboarding new hires to include processing paperwork, completing I-9 process accurately and timely, communicate hire information with appropriate parties
  - Coordinate and assist with orientations
  - Assign and track training and development
  - Maintain employee records
  - Assist with benefits administration

## HR Coordinator

- Employee Relations – ensure smooth communication with employees and timely resolution to their queries
- Assist with payroll preparation and processing by providing relevant data (bonuses, pay changes, PTO, Leaves)
- Assist with annual Benefits Open Enrollment
- Compliance
  - Assist with documentation
  - Assist with improving and creating policies, processes, and documents
  - Workplace safety - Adheres to safety policies and procedures, as well as maintaining an overall awareness of safety within the workplace
  - Active role in ensuring all human resource functions are complying with local, state and federal regulations.
- Contribute to the team's success by accomplishing other related duties and projects as assigned

### **Qualifications:**

#### **Education and Experience**

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Minimum of three years of administrative experience in human resources
- One-Two years of recruitment/HR related experience preferred, but not required
- Strong familiarity with Microsoft Office 365 suite of products like Outlook, Word, Excel, SharePoint, Teams, PowerPoint, etc.
- A solid knowledge of employment laws (both state & federal)

#### **Knowledge and Skills**

- Must possess excellent interpersonal organizational and communication skills
- Exceptional organizational and Administrative skills
- Ability to work independently and organize time effectively
- Ability to maintain a high level of confidentiality
- Excited and willing to work in a fast-paced team environment and achieve team goals
- Familiarity with ATS software and ADP

### **Competencies:**

- Communication, Detailed Oriented, Decision Making, Interpersonal

### **Supervisory Responsibilities:**

This position holds no formal supervisory authority.

### **Working Environment:**

This position mostly operates in an office setting. The role routinely uses standard office equipment such as but not limited to computers, phones, photocopiers, and filing cabinets.

HR Coordinator

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is a sedentary role with prolonged periods of sitting at a desk and working on a computer.

While performing the responsibilities of this job, the employee is exposed to an office environment and equipment. The employee is regularly required to talk and hear. The employee is frequently required to stand, sit, walk, bend, use hands and fingers, handle and feel, and reach with hands and arms as necessary. This position requires the ability to occasionally lift office products, supplies, or equipment up to 20 pounds.

**Position Type/Expected Hours of Work:**

This is a full-time (40 hours a week), non-exempt position, located in Madison, WI. Employee must be available Monday-Friday 8:00 a.m. to 4:30 p.m. Occasional overtime may be required, depending on an individual's workload and duties. All Overtime, must be pre-approved in writing before working overtime.

To accommodate the needs of the business PSE reserves the right to alter individual work schedules on either a short-term or long-term basis.

**Travel:**

Minimal travel may be required but not limited to other PSE office locations, conference and meeting location, and job fairs as needed. Travel may be out of the local area travel and overnight. All required travel will be reimbursed.

**Working Relationships:**

Internal: Management, peers, and support staff.

External: Vendors, Candidates

**Other Responsibilities Disclosure:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.