



Warfel Construction is currently looking to hire an enthusiastic HR Coordinator to support a growing, people-focused organization. This position will assist and support the HR team with various responsibilities, including benefit administration, talent acquisition, training and development, and onboarding. This role will report to the Director of Human Resources, and will be based in East Petersburg, PA.

At Warfel, we truly believe our people are our competitive advantage. We've built a culture that begins and ends with our commitment to the great people in our organization. As a member of the HR team, you play a critical role in maintaining and supporting the team-focused culture we've established.

Major duties will include, but are not limited to, the following:

- Ensures that all HR functions are completed in a manner compliant with all federal, state, and local regulations.
- Supports recruiting activities by preparing job advertisements, coordinating and scheduling interviews, arranging pre-employment requirements, and preparing onboarding details.
- Supports the HR and Operations team with the University Relations career fair strategies and internship program implementation.
- Provides follow-up to all candidates at the end of the recruiting process.
- Completes I-9 forms, verifies I-9 documentation, and maintains files in accordance with federal guidelines.
- Provides support in the coordination of all clearance paperwork including PA state police, child abuse clearances, and FBI Fingerprinting.
- Assists with the communication and administration of employee benefit plans, providing day-to-day maintenance and support to provide a positive employee experience. General support during annual enrollment.
- Participates in Wellness Committee and associated activities.
- Provide assistance with HR-related marketing tasks such as creating / distributing flyers and communication tools using Canva.
- Reconciles benefit statements and invoices.
- Helps drive the implementation of the Random Drug Testing process and other employee initiatives.
- Supports the HR and leadership team during the annual performance review process.
- Supports Warfel's training program by tracking and documenting training and continued education. Provides recommendations on future training.
- Understands and maintains confidentiality in all interactions at all levels of the organization.
- Other duties as assigned.

### **Skills & Qualifications:**

- Bachelor's degree in human resources or a related field preferred.
- Two to five years of related experience requested
- Must have proven ability to function well in a high-paced, team-focused, and sometimes stressful environment



- Excellent verbal and written communication skills are a must
- Exhibiting attention to detail and a customer service mindset are critical
- Working understanding of HR practices and procedures
- Must show a commitment to Warfel's Core Values (Honesty, Integrity, Accountability, Initiative and Teamwork) and Clients for Life mission at all interactions

This position spends the majority of the role working in an office environment, which includes prolonged sitting at a desk and working on a computer. Must be able to lift up to 15 lbs occasionally and as necessary. This position will require some minor travel to various jobsites within a 1 – 2 hour commute as tasks require. Frequent use of a telephone and maneuvering through an office environment are essential to the role.

**Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.**