

# **JAMES CAMPBELL COMPANY**

**Kapolei, HI**

**Position: Human Resources Coordinator (Generalist)**

**Job Type: Full-Time**

## **Requirements:**

- Bachelor's degree from an accredited 4 year University in Human Resources or related field preferred.
- Minimum 5 years experience in human resources required.
- Knowledge of principles/practices of Human Resources and employment laws.
- Proficient in the use of PC and MS Office applications (i.e. Word, Excel, Outlook, PowerPoint).
- Ability to organize and prioritize work duties and handle multiple tasks simultaneously.
- Must be self-starter, flexible, and a team player.
- Must be able to maintain confidentiality for the department with excellent judgment in dealing with confidential and sensitive matters and materials.
- Excellent written, verbal, and interpersonal communication skills.

## **Responsibilities:**

- Assists the Vice President, Human Resources with the administration of the Human Resources function which includes the implementation of personnel policies and procedures and the coordination of employee benefit programs and compensation. Also assists with supervising the General Office Services duties.
- Prepares and processes new hire, terminations, promotion, transfers, changes in employee information and information for payroll.
- Assists with Open Enrollment for benefit plans. Handles and processes insurance billings.
- Assists with recruitment for job vacancies.
- Responsible for maintaining employee attendance records and processing paperwork for payroll.
- Responsible for the Company's EEOC/Affirmative Action Program.
- Assists in maintaining the Company's Policies and Procedures Manual, Employee Manual, etc.
- Responsible for the administration of the Human Resources database.
- Provides administrative support to the Vice President, Human Resources which includes typing correspondence/reports, scheduling meetings, etc.
- Performs similar and incidental duties as required.

**Qualified applicants should email your resume and salary requirements to [hr@jamescampbell.com](mailto:hr@jamescampbell.com).**