

TBI Airport Management, Inc.

Job Description

Human Resources Coordinator

Reporting to: HR Generalist/Recruiter

Location: Orlando Sanford International Airport, Sanford, FL

General Responsibilities:

The Human Resources Coordinator is responsible for coordinating and providing human resource functions for Ground Handling at the Sanford International Airport including on-boarding, HRIS management, benefits, workers' compensation and training programs.

Major Responsibilities and Functions:

- Performs on-boarding process for new hires.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Consults with and advises supervisors and employees on policies, regulations and procedures.
- Serves as local resource for employees on HR and benefits matters.
- Maintains local personnel files in compliance with applicable federal and state requirements; files documents into appropriate employee files.
- Maintains the HRIS system such as entering new hires, pay rate/classification changes, terminations.
- Assists in payroll process by reviewing timecards and communicating with supervisors on any time card issues.
- Responsible for reporting workers' compensation claims.
- Assists with leave of absence tracking and coordinating return to work.
- Administers Attendance Policy step notices, Random Drug Testing Program, and Customs and SAA Badging process.
- Assists in recruitment of open positions by posting jobs, scheduling interviews and meetings.
- Assists with employee engagement events.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Assists or prepares correspondence as requested.
- Performs other duties as assigned.

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).
- Report immediately to management, all unsafe and unhealthy conditions.
- Report immediately to management, all occurrences that cause injury or damage to any

- person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Bachelor's degree with major course work in business management/administration or human resources and a minimum of one (1) year of experience in the human resources field or equivalent education/experience.
- Excellent communication skills, both verbal and written, including computer literacy, particularly with MS Word, Excel and Outlook.
- Ability to establish and maintain good working relationships with TBI employees, airline employees, vendors and subcontractors.
- A positive attitude with the ability to interact with all levels of staff and management.
- Willingness to serve as an example of customer service excellence in all situations.

Working Conditions:**Physical Effort:**

While performing the duties of the position, the employee will work in an office environment which is well-lit and air conditioned. The employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort:

Position involves encounters with employees, vendors, subcontractors and members of the public. The employee must be sensitive and responsive to the needs of management and the employees. There is stress associated with responding to/solving problems of employees. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position has high exposure and requires a professional approach and demeanor under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Normal Working Hours:

The normal working hours for this position will be Monday through Friday from 8:00am to 5:00pm.