

Human Resource Coordinator

Salary: \$50,000

1 Gordon Mills Way, ST Johnsbury, VT 05819, USA

Full-Time, On-Site

Applicants must be legally authorized to work in the United States at the time of employment.

Join our team where we accomplish great things TOGETHER.

Allow us to introduce ourselves...

The Weidmann Group of companies is active in some of the world's most vital fields namely energy and medical. Our technology and our knowhow contribute crucial resources to a worldwide market, whether it be leading the global market in transformer electrical insulation, keeping the lights on for billions of consumers, or the delivery of a breakthrough drug through our advanced plastics technologies for medical and pharmaceutical applications.

The role...

The Human Resources (HR) Coordinator supports day-to-day human resources operations and plays a key role in executing HR-related projects that strengthen employee engagement, compliance, workforce planning, and organizational development. This role is ideal for someone pursuing a career in HR and currently enrolled in or recently graduated from an HR degree program. The HR Coordinator will work closely with HR team members and leaders across departments to support Weidmann's people strategy in a fast-paced manufacturing environment.

How you'll make an impact...

- Process new hire documentation, including HRIS entry, I-9 verification, personnel files, and data entry in Fiori/MDM and Safety Skills.
- Process employee lifecycle transactions, including terminations, transfers, promotions, and other employment changes in the HRIS.
- Maintain accurate employee records, personnel files, job descriptions, and HR documentation.
- Maintain and update onboarding materials, orientation presentations, and other HR resources as needed.
- Provide employees with information and support regarding company policies, benefits, and HR programs, including Medical, Dental, Vision, and 401(k).
- Administer employee reimbursement programs, including wellness, computer loan, clothing, and flu shot reimbursements.
- Respond to internal and external HR inquiries in a timely, professional, and confidential manner.
- Assist with planning, coordinating, and promoting employee engagement initiatives and company events.
- Generate, review, and analyze HR reports, Dayforce dashboards, and key performance indicators (KPIs) to support HR decision-making.
- Assist with performance management processes and other employee relations initiatives.
- Provide general administrative support to the Human Resources department while ensuring compliance with company policies and procedures.
- Support special projects and perform other HR-related duties as assigned.

What do you bring...

- Associate's degree in Human Resources or related field, or equivalent experience preferred; HS Diploma and a minimum of 2 years' experience required
- This is an onsite position; remote work is not available.
- Knowledge of employment laws, including but not limited to EEOC, FLSA, and ADA.
- Strong organizational skills with the ability to work in a fast-paced environment.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to connect with employees at all levels and provide exceptional customer service.
- Ability to work under pressure and meet tight deadlines.
- High attention to detail.

- Proficiency with Microsoft Office Suite; additional database system experience preferred.
- Ability to maintain confidentiality and handle sensitive information appropriately.

What do we offer?

- Medical insurance with an accompanying health savings account, vision and dental insurance, PTO starting your FIRST day
- 401k plan with company match, Company paid basic life and AD&D insurance, STD and LTD
- Employee assistance program
- Employee referral program
- Additional company programs include: Wellness, clothing allowance, computer loan, and tuition reimbursement
- An award-winning atmosphere! Weidmann was named Best Employer of Champaign County