



## Human Resource Coordinator

Hendrick Manufacturing Company is a 145 year old privately owned metal perforator and fabricator with corporate offices located in Carbondale, Pennsylvania.

We are seeking an experienced Human Resource professional to support our employees and assist the Human Resources Team with administrative and Human Resources duties.

Candidates should be reliable multi-taskers who possess solid experience working with new hire and employee paperwork, employee orientations, unemployment forms, HRIS and Benefit systems data entry, Recruiting and FMLA paperwork preparation including leave tracking. The Hendrick Human Resource Team is expected at all times to work with a high level of confidentiality and integrity and should keep up-to-date with HR laws, regulations and best practices.

If you are interested in being considered for this position please review the complete job description and apply in confidence at: <https://www.applicantpro.com/openings/hendrickmfg/jobs/1912367-86592>

Job Type: Full-time

Benefits Offered: Medical, Dental, Vision, STD, LTD, AD&D, Life Insurance, 401K, Profit Sharing, Bonus eligibility, Vacation and Personal Time off Benefits.