



SAFETY | CUSTOMERS | CAREERS | COMMUNITIES | STRUCTURES

Human Resources Coordinator – West Coast, Remote Office

RedBuilt™ is a leading engineered wood products, structural components, and construction systems supplier to the commercial construction industry across North America. Our continued reputation for unparalleled customer service and support goes back over 50 years.

And we're growing.

Summary:

We are looking for a Human Resources Coordinator with outstanding written, verbal, and interpersonal communication skills. They are expected to be a conceptual thinker with fantastic organizational and time management skills. In addition, they will have excellent administrative, IT and problem-solving skills. The Human Resource Coordinator will lead, support, and facilitate HR processes at all of RedBuilt's business locations. Most of all, they will be committed to the RedBuilt "Why" and dedicated to helping the company find, keep and grow RedBuilt associates.

RedBuilt is committed to continuous growth and will support this candidate with educational assistance and job training.

Essential Functions:

- Learn and own the company's leave administration process.
- Support with recruitment, hiring and retention efforts (i.e. review applicants and conduct phone interviews)
- Review and edit existing company policies and create new policies, all with support of legal team.
- Work closely with IT team to implement HR technology and Marketing team with recruitment efforts.
- Understand the company's HR strategic initiatives and support and/or lead efforts to achieve them.
- Assist with all HR related inquiries and requests.
- Schedule meetings, interviews, and HR related events.
- Coordinate internal training sessions and seminars.
- Keep up to date with latest HR trends and best practices.
- Perform a variety of clerical functions.
- Perform other related duties as assigned.

Requirements, Knowledge, Skills, and Abilities (Minimum Qualifications):

- Bachelor's degree in Human Resources or related field and/or equivalent experience.
- 2 years of HR related experience (**a plus**).
- Highly computer literate with capability in email, MS Office and other related organizational tools.
- Fantastic organizational and time management skills with a proven ability to meet deadlines.
- Strong organizational, decision-making, and problem-solving skills.
- Meticulous attention to detail.
- Team player and servant leader.
- Skilled in building strong relationships and effectively communicating information through verbal and written correspondence to employees and managers.
- Self-driven and thrives working autonomously.

Working Conditions:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Travels 15% of the time, with increased travel during first two months of employment.



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If this sounds like you, we'd love to hear from you!

Please email your resume to kwest@redbuilt.com

Reports to: HR Business Partner

FLSA Classification: Non-Exempt

Job Type: Full Time

Pay: DOE

Benefits:

- 11 Paid Holidays (includes 2 Floating Holidays of your choosing)
- Paid Time Off
- Paid Community Service
- Health Benefits (Medical, Dental, Vision)
- FSA/HSA Options
- Discounted Pet Insurance
- 401k Retirement Plan with Employer Matching
- Profit Sharing
- Paid Parental Leave
- Flexible Dependent Care Account
- Employee Assistance Program (EAP)
- Company Paid Basic Life and AD&D Insurance
- Company Paid Short Term Disability
- Voluntary Long-Term Disability
- Voluntary Life and AD&D Insurance

RedBuilt is an equal opportunity employer.

Please note that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the HR Coordinator role. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.