# TITLE: Employee Services Coordinator

**LAST REVISED: June 1, 2016**

# REPORTS TO: Facility Administrator

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to perform secretarial duties, new employee onboarding process, recordkeeping functions, administrative detail and follow-up functions to assist the Columbus Administrators in meeting the administrative needs of each campus facility in accordance with applicable federal, state, and local standards, guidelines and regulations governing the facility and as directed by the Administrator, to assure that proper administrative procedures are maintained at all times. This role reports to the Columbus East Facility Administrator with an indirect report to the SVP of Human Resources.

**ROLE AND RESPONSIBILITY:**

* Assist the Administrator in the planning, developing, organizing, implementing, evaluating, and performing administrative procedures.
* Serves as liaison to the corporate campus for all employee related services
* Assists applicants with online application process
* Assist in onboarding and orientating new employees to the facility, its policies and procedures
* Schedule and administer new hire drug screens.
* Completes time adjustments for the campus support staff
* Assist employees with personnel needs as requested, interacting with the corporate Human Resources Department.
* Posting employee communications at time clocks and break rooms
* Assist department heads and staff with their staff related administrative needs as requested.
* Process worker’s compensation claims for employee work-related injuries.
* Maintain OSHA logs, investigate and report on work related accidents to the corporate office
* Stay current on Columbus campus WC claims regarding return to work and light duty
* Manages Safety Incentive Program for the Columbus campus coordinates monthly drawings with the Corporate Employee Service Coordinator

**KEY STRENGTHS AND REQUIREMNTS:**

* Excellent communication skills both written and verbal.
* Strong computer skills (advanced MS Excel and MS Word)
* Must possess the ability to work without direct supervision

**EDUCATION / EXPERIENCE:**

* Must possess, as a minimum, a high school diploma or equivalent
* Must have at least 3 years’ experience in an administrative assistant capacity
* Heavy customer service experience is preferred