



## HUMAN RESOURCES COORDINATOR

### **KLA-MO-YA Casino Corporation (KMYC)**

KMYC is looking for a Human Resources Coordinator to join our team. At KMYC, we recognize that people are our most valuable asset. We are dedicated to creating an environment conducive to productive teamwork, superior gaming experience for our guests, and favorable financial returns for our business. We are also committed to employing qualified, motivated, and optimistic people who we believe are the best guarantee of success.

### **INTRODUCTION**

Reporting to the Human Resources Manager, the Human Resources Coordinator will provide a wide variety of administrative activities in support of the Human Resources Departments. The work includes various responsibilities involving different processes and methods, requiring a wide range of office routines, as well as various repetitive tasks related to the HR functions.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Ensure data contained in all files is complete, accurate, and secure.
- Ensure compliance with required rules, regulations, internal controls, policies and procedures, any State or Federal laws.
- Performs all recruiting and onboarding functions including correspondence, report updates, and full document processing.
- Maintain organization and maintenance of the manual and computerized filing system.
- Assist with a variety of daily correspondences to include all HR related forms and documents.
- Assist in coordinating annual special events for KMYC staff.
- Assist in maintaining and securing needed HR office supplies, publications, and services as directed.
- Assist in scheduling and handling arrangements for meetings, interviews, in-service training, etc.
- Assist in moving stored HR files and labeling for proper storage in accordance with departmental policies and procedures.
- Assist in performing administrative functions for the Human Resources Departments.
- Required to always maintain the strictest ethical and confidential standards.

### **ADDITIONAL DUTIES**

- Adheres to company standards for all service and confidentiality.
- Refers problems or complaints to appropriate supervisors according to company policies.
- Maintains confidentiality of all information as defined by company policy and applicable laws.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately.
- Performs other job-related duties as directed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent typing and computer skills are necessary. Emphasis will be on accuracy and attention to details.
- Ability to use Microsoft Word, Excel, and Publishing software, to perform various word processing, spreadsheet, and desktop publishing functions.
- General knowledge of standard office procedures and computer skills necessary to provide administrative support for the Human Resources Department.
- Ability to communicate accurately and clearly both in writing and orally.
- Ability to plan and organize work using one's own initiative to seek information or assistance from other sources.
- Ability to function efficiently under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing workload.
- Ability to participate and maintain a positive team player atmosphere.
- Must have a willingness to learn new skills and take on a variety of tasks.
- Ability to lift up to thirty (30) pounds.
- Must be responsible and dependable.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the Human Resources Manager. The supervisor makes assignments involving familiar concepts in terms of the objectives to be achieved. The Human Resources Coordinator carries out the necessary steps of the work assignments in accordance with instructions, policies, previous training and/or accepted practices within various established office procedures.



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New assignments are provided in detail, as well as any changes in procedures. Major or new issues are referred to the supervisor who is available for advice and assistance. After the initial training, work may be performed independently. Work is spot checked for accuracy, adequacy, timeliness and compliance with applicable rules, regulations, and policies.

### **QUALIFICATIONS, EXPERIENCE AND EDUCATION**

- High School Diploma or equivalent. **REQUIRED**
- Must be twenty-one (21) years of age or older. **REQUIRED**
- MS Office software experience (Word, Excel, PowerPoint etc.). **REQUIRED**
- One to Two years of administrative work experience. **REQUIRED**
- 1 to 2 years of Human Resources experience. **PREFERRED**
- Ability to type a minimum of forty (40) words per minute. **REQUIRED**
- Must be able to lift thirty (30) pounds. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

**REPORTING TO:** HR Manager

**CLASSIFICATION:** Non-Management, Hourly, Regular, Full-Time

**SECURITY CLEARANCE:** CLASS III

**BENEFITS:** Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.