



**JOB TITLE:** Human Resource Coordinator  
**EMPLOYER:** Torrado Construction Inc.  
**DEPARTMENT:** Human Resources  
**LOCATION:** Philadelphia, PA

**SUMMARY:**

This role is responsible for providing administrative support to employees, collaborating with the HR Partners and Executive Team with recruiting candidates to fill open roles and aiding with union payroll processing functions and compliance. The HR Coordinator will be the primary lead on the recruiting process by finding potential candidates, checking their paperwork, references, and onboarding. The HR Coordinator completes basic job duties related to the daily HR operations of the office, including scheduling meetings, coordinating training sessions, performing employee orientations, managing employee information documents, employee benefits, union benefit compliance. In addition to maintaining accurate records, duties include responsibility for maintaining payroll systems and processing paychecks according to schedule and in the correct amount, consolidating timesheet information and entering data into the payroll database, calculating paycheck amounts and distributing funds to employee accounts, while coordinating base information. The role will support, maintain and be the first point of contact for all employee matters related to inquiries, concerns, issues and/or grievances. They will also assist in streamlining employee benefit/payroll inquiries and interact with ADP for payroll and benefit processing procedures.

**DUTIES AND RESPONSIBILITIES: Daily and Monthly****Recruiting, Interviewing & Onboarding**

- Interface with organizational leaders to identify and consult on employment needs
- Maintain union hall relationships, for recruiting talented candidates for open positions.
- Inform applicants about position details, including working conditions, benefits, and duties
- Contact union partners to verify background checks, as needed
- Communicate with supervisors about application processes
- Refer qualified applicants for possible client assignments
- Hire qualified candidates and handle onboarding details
- Conduct or assist with new employee orientation
- Maintain employment records and process legal paperwork
- Communicate employee compensation and benefits for employee adoption
- Support training programs to develop employees professionally
- Establish and grow organizational culture to increase employee satisfaction
- Mediate workplace disputes and problem-solve challenges

**Payroll Processing & Maintenance**

- Checking timesheets for accuracy
- Entering data into databases and spreadsheets
- Handling direct deposit requests and data
- Processing checks for electronic distribution
- Acquiring all necessary signatures to distribute payroll
- Processing wage garnishments
- Making adjustments in pay for raises, bonuses and commission
- Calculating proper and accurate union benefit funding



## **Coordination and Reporting**

- Generate weekly reports.
- Compile, manage and execute certified payroll reporting requirement and compliance.
- Coordinate with third party payroll for any issues and reporting requirements.
- Coordinate with invoicing for accurate billing to client activity.
- Work with Leadership to generate metrics for evaluating company performance.

## **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

## **SKILLS & QUALIFICATIONS:**

- Bachelor's degree in business or Certification in human resources or a related field.
- Competency with ADP, SAGE 100 or knowledge of different types of payroll software
- **Communication skills:** Excellent speaking, listening, and writing skills to share information effectively, while paying careful attention to concerns and questions from employees and job applicants.
- **Decision-making skills:** For reviewing applicants' qualifications and for working to resolve employee disputes.
- **Detail-oriented:** When ensuring the workplace is compliant with labor standards and when maintaining records regarding employee grievances, performing background checks and reviewing candidate qualifications.
- **Interpersonal skills:** For interacting with new employees while conversing and connecting with people from various backgrounds and experiences
- Exceptional mathematical and calculation skills
- Ability to work with a team
- Knowledge of different types of payroll software
- Knowledge of payroll, garnishments and benefits distribution
- Multitasking abilities
- Good research and analysis skills
- Strong ethics
- Ability to work independently and as part of a team

## **COMPETENCIES:**

- **Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.



- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- While performing the duties of this job, may be required to lift and store material that may be over 15lbs.

#### **HYBRID WORK ELIGIBILITY: NO**

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*The above is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*