



APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: 9/17/09

POSITION: Human Resources Coordinator

DEPARTMENT: Human Resources

LOCATION: Irvine, CA

REPORTS TO: VP, Human Resources

FUNCTIONS:

- First point of contact for employee relations, issues and grievances
- Responsible for all Human Resource functions including recruiting, managing leaves of absences, policies and procedures, workers' compensation, coaching and counseling, participate in unemployment claims, documentation of all disciplinary procedures and all other employee related events
- Collect and analyze HR data and make recommendations to management team
- Perform all pre-employment checks, including I-9 verification, background checks, and drug testing
- Entering data of confidential employee information and maintaining personnel files (both hard copy and electronic) and Ad Hoc reporting

REQUIRED QUALIFICATIONS:

- 3+ years experience in a HR Coordinator position
- Bachelors Degree or equivalent experience preferred
- Union experience preferred
- Knowledge of HR Law is a must
- Experience with ADP Enterprise EV4 data entry required and ADP Report Smith knowledge preferred
- Excellent communication skills
- Must be able to multi-task and work in a fast paced environment
- Must have proficient knowledge of MS Word, Excel and Outlook
- SHRM designation preferred (PHR or SPHR)
- Able to work in a fast paced environment
- Accurate and detail oriented a must

HOW TO APPLY FOR THIS POSITION:

Email your resume and letter of interest and any other relevant information you would like to submit to:

EMAIL ADDRESS: jobs@sourceinterlink.com