



**POSITION:** Human Resources Coordinator

**LOCATION:** Dallas, PA

**REPORTS TO:** Director-Human Resources

**COMPANY:** OPM (Offset Paperback Mfrs., Inc.) is a leading manufacturer of printed products owned and structured as part of the Bertelsmann worldwide group of companies with two manufacturing locations in the Wilkes-Barre, PA geographic area. We are seeking the right talent to join our Human Resources (HR) team to help refine HR practices/processes to Best Practice. Our team members are eligible for valuable contributions through competitive salaries and comprehensive benefits that include medical/dental/vision/life insurance, 401(k), flex spending accounts, and an Employee Assistance Program—all in an environment that encourages personal and professional growth and rewards innovative thought.

**POSITION DESCRIPTION:** Under the direction of the Director-Human Resources, the position will support a wide variety of HR activities to include employment, benefits, training, legal compliance, HRIS processes and systems and HR programs and events.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** essential and other important responsibilities and duties may include, but are not limited to, the following:

- First point of contact for the Human Resources Dept., both externally and internally.
- Meet with employees as needed to answer questions regarding employment and/or benefits.
- Administers benefits and worker's compensation programs.
- Coordinates and performs the new hire process from point of new requisition through completion of new hire paperwork. This includes pre-screening paperwork (drug screen and background check) and appropriate pre-employment testing.
- Performs reference checks for staff as needed and requested.
- Provides excellent customer service to staff, applicants and outside vendors and visitors.
- Coordinates and performs the termination process from point requisition is received through creation of term file.
- Maintenance of all staff files in accordance with state and federal laws.



- Maintains up-to-date employment files and is responsible for accurate filing of all HR-related documents.
- Functions as an expert in the HRIS system to include data entry, knowledge of all functions and creating and generating reports.
- Maintains all recognition/anniversary records and disbursements, along with the appropriate award and/or pin.
- Works with HR team to develop creative approaches to the recruitment process to increase high-caliber candidates sourcing including referral generation, internet sourcing, ad placement, job fairs, community outreach, direct sourcing/cold calling and networking.
- Assists in review of selection, testing and other related employment systems as needed for continuous updating, improvement and legal compliance.
- Assures compliance with all state and federal employment regulations.
- Assists in developing reporting process and HR metrics to quantify departmental efforts (i.e. turnover, time-to-fill, recruitment costs, etc.).
- Assists in creation and compliance of HR policies and SOP's.
- Coordinate training programs such as new hire orientation, in-house systems and other HR training programs as necessary.
- Administer FMLA request and monitor program.
- Performs other administrative tasks as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong computer skills with knowledge of Microsoft Office programs (Word, Excel, PowerPoint).
- Previous experience of ADP/HRIS products.
- Principles and practices of HR administration.
- Ability to prioritize and coordinate a variety of tasks and assignments.
- Able to communicate clearly in English verbally, electronically and in writing.
- Work independently and manage daily responsibilities and deadlines.
- Thorough understanding of group benefits administration.
- Recruitment, selection and job analysis techniques and application.
- Classification, compensation analysis and administration techniques.
- Applicable state and federal employment and/or labor laws and regulations.
- Basic employee relations principles and practices in union environment.
- Ability to prepare comprehensive reports, communicate with all levels of staff and management and to effectively convey ideas in both verbal and written format.
- Ability to project a positive and professional demeanor and approach, reflective of OPM's values.



- Ability to elicit buy-in and cooperation of others.
- Ability for appropriate decision-making and problem-solving, utilizing factual information, company policies and personal judgment through experience.
- Strong organizational skills, with emphasis on attention to detail and continuous follow-up.
- Ability to multi-task, manages interruptions, handle stress and effectively matriculate in a fast-paced, changing environment.
- Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

**BACKGROUND REQUIREMENTS:**

- Bachelor's Degree in Business Administration/Human Resources or Associates Degree currently in pursuit of Bachelor's Degree plus 1-2 years related work experience preferred, OR equivalent combination of education and relevant experience.
- High energy, positive attitude with desire to professionally develop and have impact on the organization.
- Excellent communication skills, both oral and written.
- Proficiency with Microsoft Office Products

**TO APPLY:** For the Human Resources Coordinator position apply in person or forward resume and cover letter to:

Offset Paperback Mfrs., Inc.  
Human Resources Office  
human.resources@opm.com  
2211 Memorial Highway  
Dallas, PA 18612