Position: HR Coordinator
Department: Human Resources
Reports To: HR Manager
Supervises: None
Job Group: Laborers and helpers (clerical)
Exempt or Non-Exempt: Non-Exempt

Job Description:

The HR Coordinator is a key partner in keeping day-to-day HR operations running smoothly. Working alongside the HR team, managers, and team members, this role coordinates and administers core processes across recruiting, employee relations, compliance, performance management, reporting, and engagement. This role blends strong administrative follow-through with a service-first mindset to advance company and HR initiatives.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Manage the background screening process, including drug screens, background checks, and management notifications, along with all related documentation and communication.
- Own and maintain the team member recognition program and related internal engagement initiatives.
- Provide administrative support and guidance to managers on HR programs and initiatives, and serve as a liaison on HR policies and procedures in consultation with the HR team.
- Serve as a first point of contact for team member and candidate questions, escalating complex issues as appropriate.
- Partner with the HR team on special projects, including performance management, hiring and training initiatives, the performance review system, retention, and policy development.
- Help create and distribute documentation for hiring and employee relations processes.
- Manage HR department invoice processing, including coding expenses to appropriate cost centers,
- Collaborate with the HRMS and HR teams to support reporting needs.
- Help keep the employee handbook accurate and up to date.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.

- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Bachelor's degree in Human Resources, Business, Communications, or a related field preferred.
- 1+ year of HR experience or a related internship preferred.
- Clear, professional written and verbal communication skills with strong attention to detail.
- Service-oriented approach with strong customer service skills.
- Highly organized, with the ability to multitask and manage competing priorities.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity Hours Per Day	**Never** 0 Hours	**Occasionally** Up to 3 hours per day	**Frequently** 3-6 hours per day	**Constantly** 6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			