

## Human Resources and Training Coordinator

Anderson Development Company is seeking a Human Resources and Training Coordinator based out of our Adrian, Michigan facility.

We have been working for over 50 years to make materials that enable better living and more efficient manufacturing. Our polymers keep your car shiny in a planet-friendly way, our elastomers are used to build more durable equipment and our semiconductor materials enable faster computer chips. These technologies enable our customers to manufacture products which are more friendly for the planet, tougher and longer lasting, or allow their production in a manner that is safer and more environmentally friendly. We partner with customers all over the world to make their businesses safe, sound, and competitive.

The key to our success has always been our people, who strive to exceed our customer's expectations. We are looking for you, your talents, and your creativity to help us to continue our success.

### Job Responsibilities

The Human Resources and Training Coordinator performs administrative tasks and services to support effective and efficient operations of the Company and the Company's Human Resource Department.

#### Payroll Administration

- Perform accurate and timely processing of weekly & bi-weekly payrolls, includes activities associated with payroll.
- Resolve payroll discrepancies, ensure proper documentation, adherence to tax and withholding laws, year-end tasks and other payroll related activities.
- Assist employees with payroll related questions.
- Employee maintenance in payroll system.

#### HR Operations

- Organize and maintain accurate records in compliance with applicable legal requirements (training, personnel, medical, attendance, etc.).
- Coordinate the talent acquisition process, which may include recruiting, interviewing, collaborating with supervisors to determine position requirements and partner with the Director of Human Resources for job offers.
- Assist in the support of Anderson Development Company's Reward & Recognition program.
- Schedule employee annual physicals.
- Assist with audits, investigations and year-end compliance reporting.
- Assist the HR team in developing and implementing HR policies and procedures along with taking an active part in Human Resources projects.
- Perform other clerical/administrative duties required, or other duties as assigned.

#### Talent Development and Training

- Coordinate new hire onboarding, conduct new hire orientation sessions, and process new hire paperwork.
- Work with supervisors to determine training needs and initiatives for employee development including conducting needs assessment to identify training gaps and opportunities for development.
- Maintain training calendar, records, matrix, etc.

### Required Qualifications and Skills

- High School Diploma or GED is required. Associate Degree in Human Resources, Business Administration, or other AA/AS commensurate experience is preferred.
- Minimum of 2 years recent Human Resources experience.
- Minimum of 1 year recent experience in recruiting and /or employee development.
- Minimum of 1 year recent processing payroll preferred.
- Working knowledge of HR laws & regulations and payroll rules and regulations.
- Understanding of the interviewing process, recruitment and selection, training and development, benefits administration, and 401(k) administration.
- Excellent attention to detail, organizational and administration skills, with the ability to prioritize tasks and projects appropriately.
- Must be able to handle highly confidential matters in a sensitive and professional manner.
- Strong conflict resolution and communication skills; both written and verbal.
- Ability to interact with all levels of the Company and build trusted credibility and strong working relationships.

### Apply Now! We Look Forward To Hearing From You!

Send your resume to:

hr.adrian@anddev.com,  
or fax to 517-438-5316,  
or mail to HR Dept., 1415 E. Michigan St., Adrian, MI 49221

Anderson Development Company offers a competitive compensation and benefits package. Check out our website at [www.andersondevelopment.com](http://www.andersondevelopment.com) to see what we are all about.

### Our Core Values

- Acting in good faith for people and society, act ethically and with integrity
- Putting the customer first. Our success comes through customer success
  - Providing specialized, innovative and global solutions to our customers
  - Personal, efficient, responsive, providing a better quality of life for customers, our community, and our employees
- Continually improving
  - Innovative and creative
  - Always learning and getting better, never complacent, developing personally and aiming for world class
  - Moving forward, trusting in our potential and not fearing failure
- Working in a team oriented atmosphere
  - We are stronger together, with everyone excelling in their role
  - Encouraging respectful and constructive conflict, valuing individual diversity and not group think

The information contained herein is not intended to be an all-inclusive list of the job responsibilities, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. A minimum requirement for this US-based position is the ability to work legally in the United States. Visa sponsorship is not available for this position, including for any type of US permanent residency (e.g., for a Green card).

Anderson Development Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

