



## **HUMAN RESOURCES/SAFETY COORDINATOR NORTH FORK LUMBER COMPANY**

North Fork Lumber Company located in beautiful Korb California is seeking a HR/Safety Coordinator to join their Administrative Team. The HR/Safety Coordinator will support the Human Resources and Safety initiatives of this organization. This position will collaborate closely with Team Leaders from all areas of the operation.

**Supervisor:** Mill Manager

### **Job Summary:**

The aim of this position is to support the management team in the implementation of HR and Safety by providing leadership and knowledge in these two areas. The Human Resource/Safety Coordinator aids with and facilitates the human resource and safety processes at one location. This position is responsible for administrative duties which require high-level skills. Acts in a confidential capacity with all personnel as well as outside agencies. Supports implementation of HR programs and processes. In the capacity as Safety Coordinator, is responsible for planning, implementing, and overseeing company's employee safety at work. The main duty is to ensure North Fork Lumber Company is building a strong safety culture that involves the team approach to Occupational Health and Safety (OHS) guidelines for reducing work-related injuries and illness. This role will assist Team Leaders in the development and update of safety rules, safe job procedures, and JSA (Job Safety Analysis) for each job.

### **HR Coordinator Duties/Responsibilities:**

- Coordinates with hiring Team Leaders, the recruitment and selection of employees.
- Coordinates new employee orientation/onboarding. Creates and maintains personnel records in a confidential manner, including new-hire personnel files.
- Collaborate with Leadership Team to identify staffing needs, develop strategies and implement work plans to meet identified needs.
- Manage all employees' leaves of absence in accordance with Company Policy, Federal and State law. Including maintenance of leave documentation and timely notices to employees.
- Works closely with the HR staff at the Eureka location.
- Acts as an onsite point of contact for employees' questions/requests that are not answered by the supervisor. Maintains confidentiality of employee information and directs employees appropriately for assistance this position is not able to provide.
- Assures that all company policies are communicated to employees, updated as necessary, posted in compliance with State and Federal mandates.
- Trains Team Leaders and employees in Federal and State employment law.
- Supports Leadership to maintain positive employee interactions and consistency in all areas of employee relations.
- Performs a variety of clerical and other related duties as assigned.

### **Safety Coordinator Duties/Responsibilities:**

- In coordination with Team Leaders and Safety Committee personnel, develop safety rules, safe job procedures, checklists, and other Safety focused tools for maintenance of a safe worksite.
- In coordination with Team Leaders and Safety Committee, identify safety training needs and develop action plan to complete training. Ensuring that refresher training is occurring as scheduled.
- Regularly schedule and participate in Safety Committee meetings. Maintain proper records of all Safety Committee Meetings to include actions taken and resolution of reported concerns.

- Report all work related injuries and illness to the workers compensation TPA (Third Party Administrator). Assures all required documentation is completed and maintained. Work with the TPA to manage all claims from incident through settlement.
- Ensure completion of accident investigation reports for all accidents. Review all accident investigation reports and provide feedback/recommendations to Team Leader.
- Assure that all newly hired employees receive training in the areas of the companies IIPP (Injury and Illness Prevention Plan), the Workplace Violence Prevention Plan, Emergency Evacuation Plan, Hazardous Communication Plan, the workers compensation “New Hire” notification from the TPA, workplace injury reporting policies and acknowledges receipt and knowledge in all areas.
- Working in coordination with Team Leaders, and Safety Committee members to conduct routine Safety Inspections of all work areas as scheduled.
- Provide the required Safety and OSHA training to all employees including supervisory employees. New Team Leaders receive training as soon as practicable.
- Other duties and responsibilities as designated by supervisor.

#### Required Skills/Abilities:

- Excellent verbal, written, communication, and Team building skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Working understanding of Safety Compliance in a Manufacturing Environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

#### Education and Experience:

- At least two years HR experience required.
- At least two years Safety Management experience in a Manufacturing Environment required.

#### Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to physically navigate a large manufacturing plant site.
- Must be able to lift up to 15 pounds at times.

#### Benefits:

- Competitive pay rates in all positions.
- Health and Welfare benefits include:
  - Medical, Dental, Vision, and Life Insurance.
  - EAP (Employee Assistance Program)
  - Voluntary Life Insurance.
- Membership in AirMedCare emergency air transportation
- Reduced gym membership
- 401(k) plan with Safe Harbor Match and discretionary profit share.
- Paid vacation
- Paid Holidays including Floating Holidays.

**Compensation:** \$70,000.00 - \$100,000.00 Annually; depending on experience; Salaried Exempt Position

Apply at <https://www.northforklumbercompany.com/careers/#listings> or in person at 1185 Maple Creek Road, Korbelt CA 95550 or by fax at 707-443-7003