

# Human Resources Coordinator (Williston)

## Mountrail-Williams Electric Cooperative

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Mountrail-Williams Electric Cooperative is now accepting applications for a Human Resources Coordinator in its Williston office. If you are interested in this position, please contact Erin Zurich at [erinz@mwec.com](mailto:erinz@mwec.com) no later than Friday, February 17.

### 1. JOB OBJECTIVE:

Directs all aspects of the cooperative's employment, recruiting, benefits, regulating compliance, organizational development and training functions.

### 2. QUALIFICATIONS:

Minimum of a four-year college degree in Human Resource Management, Business Administration, Marketing or a related field. Equivalent work experience may be considered. The applicant selected for this position will be required to live in close proximity to Williston, North Dakota.

### 3. DUTIES AND ESSENTIAL RESPONSIBILITIES:

- a. Administer employment and recruiting functions for the cooperative.
- b. Develop and update position descriptions for use in recruiting, hiring and promoting personnel.
- c. Assist all departments with the posting of positions, both internally and externally.
- d. Screen all job applicants and conduct reference checks on applicants considered for employment.
- e. Coordinate the administration of the employee benefit program.
- f. Develop an orientation program for new employees to familiarize them with the objectives, policies, procedures, programs and operations of the cooperative.
- g. Maintain confidential personnel files for all employees in compliance with state and federal regulations.
- h. Initiate, guide and coordinate employee communications and training programs.
- i. Process all benefit forms and request for information for new and existing personnel including benefit changes and verifications of employment.
- j. Work with Legal Counsel on compliance issues to include the cooperative's Affirmative Action Plan, Equal Employment Opportunity Reports, the Veteran's Employment Reports and other issues related to government requirements.
- k. Plan, develop and coordinate training and organizational development efforts.
- l. Update organizational flow chart as needed.

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m. Perform any other duties assigned in order to fulfill the objective of the cooperative.

#### **4. BUSINESS AND RELATIONSHIPS:**

- a. This position reports to the General Manager – Williston.
- b. This position has contact with office personnel, consumers, job applicants and the general public.

#### **5. PHYSICAL REQUIREMENTS:**

This position requires continuous sitting, frequent lifting of ten pounds or less, reaching below shoulder level and use of keyboard/computer. This position also includes occasional standing, walking, bending, climbing stairs, kneeling, lifting up to 25 pounds and reaching above shoulder level. Other demands include finger dexterity, good hearing, color vision, the ability to perform close work and the ability to speak. The applicant selected for this position must be able to read, write and perform basic arithmetic, weigh and measure a postage meter, coordinate the use of conference rooms and be able to work under pressure. Office equipment operated by the applicant selected will include a telephone switchboard, office automation equipment, computer terminal, typewriter, postage meter, calculator, two-way radio and photocopier.

#### **6. DISCLAIMER:**

- a. This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b. MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.