

# HUMAN RESOURCES COORDINATOR

As a Human Resources Coordinator at ERMCO, you will play a pivotal role in ensuring the smooth operation of the Human Resource Department. You will be responsible for supporting various HR functions and assisting in the implementation of HR policies and procedures. In this role, you'll help create a welcoming and organized environment for both new and current team members, fostering a positive culture that promotes growth, inclusion, and team success.

## IF YOU ARE:

- ◆ Approachable and friendly - able to create a welcoming atmosphere.
- ◆ Open-minded, tech saavy and willing to adapt and take advantage and new technology and software.
- ◆ A problem-solver who is able to think on their feet, troubleshoot issues as they arise, and make sound decisions.
- ◆ Organized and detail oriented with the ability to keep sensitive information confidential.



## AND YOU:

- ◆ Like variety – ERMCO's Human Resources department is responsible for many different aspects of the company's operations, so every day is different.
- ◆ Are team-oriented with independence - capable of working well with others, yet able to take initiative and work independently when needed.
- ◆ Communicate effectively – showing understanding and patience in dealing with various employee concerns.
- ◆ Want to work for an industry leader – ERMCO is a top 50 electrical contractor in the United States.

## BENEFITS OF BECOMING AN ERMCO HUMAN RESOURCES COORDINATOR

A great team – work alongside experienced account managers, administrators, electricians, and technicians.

Comprehensive and ongoing training to help you succeed in your career.

Insurance benefits including healthcare, dental, vision, 401k, and life insurance.

ERMCO is 100% employee owned and all corporate office employees are eligible for the employee stock ownership plan.

**INTERESTED? CONTACT BECKY WHEELER AT 317-423-3838 OR [BWHEELER@ERMCO.COM](mailto:BWHEELER@ERMCO.COM) TODAY!**