



Human Resources Coordinator

For three decades Dotson Electric has demonstrated a commitment to providing our customers with the best equipment, workmanship, and personnel available. It has been and continues to be this dedication that distinguishes Dotson Electric from our competition. Headquartered in Bowling Green, KY, we have an immediate opening for a Human Resources Coordinator.

The Human Resources Coordinator will oversee all the administration of HR processes, policies, and procedures for the organization. This may include but is not limited to recruiting, onboarding, benefits administration, and assisting the accounting team with payroll.

Responsibilities:

- Supports all corporate and field site recruiting, hiring and onboarding processes.
- Manages the collection of employee information, to include but not limited to personal information, compensation information, benefits, tax data, attendance records, workers compensation data, leave management data, performance reviews, hiring and termination data.
- Supports the Accounting team with payroll information and processes as needed.
- Administer employee benefits.

Experience and Qualifications:

- Bachelor's degree in Human Resources or related field, will consider experience in lieu of degree
- 2+ years of Human Resources administration
- Previous experience in construction, distribution, warehouse, or electrical industry preferred
- Ability to travel to site locations for hiring and onboarding as needed
- Strong Microsoft office skills
- Spanish speaking preferred but not required