

Employment Opportunity – HR Project Coordinator

Thiele Kaolin Company, a major producer of coating and filler clays, is currently recruiting for a HR Project Coordinator. This position is located in Sandersville, Georgia in the Human Resources Department.

MAJOR DUTIES:

- Assist in the maintenance of PDS Vista and other HRIS functions.
- Coordinate HR projects, including but not limited to, Wellness, Employee Training, Records Management, Life Insurance Benefits, Educational Assistance Program, HR ISO manual, HR Safety activities, Employee Performance Program, and other HR functions.
- Serve as a backup to the Main Office Reception area, including Call Attendant and Mail Services

MINIMUM QUALIFICATIONS INCLUDE:

- Must be fluent with Microsoft Office Suite (Excel, Word, Power Point, Outlook, and Publisher).
- College Degree preferred. Experience will be considered.
- Proficient written and oral communication skills.
- Efficient time management, administrative, and organizational skills.
- Proven ability to be professional in all situations; multitask and meet deadlines; understand and follow directions and policies; work through problems and bring resolution.
- Excellent customer service and interpersonal skills.
- Ability and integrity to handle highly confidential information.
- Strong ability to work both independently and as a productive team member.
- Passion for helping employees and being their advocate.
- Willingness to attend training as needed.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance.

Qualified Candidates should email a resume to latonya.martin@thielekaolin.com. Please note “**HR Project Coordinator**” in the subject line. The deadline for resume submission is Thursday, October 4, 2018.

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

