



WESTERN GLOBAL AIRLINES, LLC

TITLE: Human Resources Coordinator	DEPARTMENT: HR
REPORTS TO: Manager of Human Resources	MAIN BASE: Estero, FL
PAY RANGE: TBA	DATE REVISED: September 2018

OVERALL RESPONSIBILITIES

Objective

We are looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties. You will facilitate daily HR functions like keeping track of employee's records and supporting the interview process. Your role, also, involves performing tasks with a focus to grow our company's talent pipeline and improve our sourcing tactics.

Essential Functions

- Administers health and welfare plans, including enrollments, changes and terminations.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Reconciles benefits statements.
- Assists with processing of terminations.
- Assists with recruitment and interview process.
- Schedules meetings and interviews as requested by the Manager of HR.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Responding to internal and external HR related inquiries or requests and provide assistance

ESSENTIAL ELEMENTS

- Our people have outstanding expertise, drive, and passion
- We always go the extra mile in our customers' best interests
- Our culture is open and collaborative, innovative, and results oriented
- We encourage and reward teamwork, co-operation, and taking initiative

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

- We value creative thinking, problem solving, and sharing the solutions throughout the organization
- Everyone in the company has the potential to make a difference and to have a powerful immediate impact
- We foster a stimulating, quick moving workplace where everyone is recognized, valued, and treated with respect
- We take pride in finding and hiring the best people and providing them with opportunities to grow and excel

THE COMPANY

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world, and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to visit our website at <http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

EQUAL OPPORTUNITY

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

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