



Employee Success (HR) Coordinator

Department: Finance & Human Resources
Reports to: Employee Success Manager and Head of Finance and Administration
Location: Union City, CA
Experience: 3 to 5 years
Job Type: Full Time (non-exempt)
Education: Bachelor's Degree in Finance, Business Administration, or equivalent work experience
Travel: None

About Us

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're a growing company, with manufacturing facilities in California, Washington and Texas, working on environmentally conscious commercial construction projects across the U.S and Canada. We're a tight-knit group looking for a real team player.

About the Team

The Employee Success Team is currently seeking an Employee Success Coordinator for our corporate office in Union City, CA. The Employee Success Teams is led by the Head of Finance & Administration and includes an Employee Success Manager with additional support at each facility, working together and with other departments on all matters related to human resources for the company.

About the Role

As the Employee Success Coordinator, you'll work directly with the Employee Success Manager and the Head of Finance and Administration to maintain and enhance the organization's human resources functions by assisting the managers in the daily HR needs of company. You'll be based in our corporate office in Union City, CA. You'll have a direct hand in accomplishing our #1 goal – a successful project in every way.

Essential Duties and Responsibilities

- Process semi-monthly and bi-weekly payroll including timecard corrections for all facilities using ADP Workforce Now
- Reconcile payroll for accounting, including manual tracking/reporting for workers comp and PTO expenses and accruals
- Reconcile benefit invoices for accounting, ensuring accurate enrollment and GL reporting
- Assist in the hiring of employees including recruitment; phone interviews; counseling management on candidate selection and processing all new hire paperwork and new hire orientations
- Assist with legal compliance by monitoring federal and state labor laws, especially with the current COVID climate
- Assist with the termination of employees including conducting/analyzing exit interviews; and processing final checks in accordance with applicable state and federal laws
- Understand and communicate current HR policies and procedures as written in our employee manual
- Assist HR Manager with workman's compensation claims to ensure claim costs are low
- Be pivotal in the culture alignment
- Maintain necessary and appropriate employee records and documents
- Assist in investigation and resolving grievances, including workplace harassment claims
- Other tasks as assigned or assistance with other human resources related processes as needed

Necessary Skills

- Strong knowledge of ADP Workforce Now and Time and Attendance
- Strong knowledge of state and federal labor laws
- Fluent Spanish is highly desirable
- Extremely detail oriented and organized and able to work independently and accurately under general supervision
- Excellent communication skills, both oral and written

Tournesol Siteworks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.



- Computer literate, familiar with MS Word and Excel
- Ability to remain calm and in control, even when under pressure in a fast-paced environment; be able to continually respond to changing priorities
- Ability to maintain employer and employee confidentiality
- Must have a friendly attitude
- Regular attendance is critical

Benefits

- Competitive salary
- Paid time off
- Paid holidays
- Medical, dental, vision, disability and life insurance
- 401k with employer match

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally	X	X													X	X	X	
Frequently											X	X						
Constantly										X								X

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time.

Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

To Apply

Submit your resume and salary requirements to jobs@tournesol.com

Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit

www.tournesol.com or follow us on Instagram and Facebook.