



## **Gila River Telecommunications, Inc.**

**JOB TITLE:** Human Resources & Safety Coordinator

**REPORTS TO:** People Operations Manager

**DEPARTMENT:** Human Resources

**FLSA STATUS:** Non-Exempt

---

### **JOB SUMMARY:**

The Human Resources and Safety Coordinator role is responsible for supporting all aspects of human resources functions and administering the Company Safety Program within a collaborative, team-focused, and goal-oriented environment. In this position, you will work closely with colleagues to promote a safe and supportive workplace, ensuring that employees feel valued and empowered. This role also plays a vital part in upholding the company's overall health and safety initiatives by fostering teamwork, encouraging open communication, and maintaining compliance with occupational safety regulations and internal safety policies.

### **PRIMARY JOB DUTIES:**

- Administer Human Resource policies, procedures, and programs in alignment with departmental and company goals.
- Schedule candidate interviews, coordinate new hire onboarding, initiate background checks, drug screenings, conduct new hire orientation, and collect onboarding documents.
- Maintain employee records and HRIS systems, ensuring accuracy and confidentiality.
- Assist with performance management by helping employees and leaders with evaluations, goal setting, and HRIS system support.
- Assist in administering employee benefits, respond to employee inquiries and assist with the benefits open enrollment process.
- Plan and facilitate employee engagement activities and support a positive work culture.
- Conduct project work, implement and prepare wellness activities and HR initiatives as part of the Company Wellness strategy, including coordination of events.
- Assess feedback, determine opportunities for enhancement, and develop standard operating procedures (SOPs) to improve the overall employee experience.

### **Safety Responsibilities:**

- In tandem with the People Operations Manager, administer the post-accident drug and alcohol program including facilitation of pre-employment, random, post-accident and probable suspicion drug testing for employees.
- Conduct safety training to create a safer workplace, reduce risks, prevent accidents, and address concerns.
- Conduct employee intake forms that include, but are not limited to, worker compensation forms, accident reporting forms, CAPA reviews, including guiding employees through standard protocol.
- Assist the Fleet & Facilities Manager with coordinating routine maintenance, repairs, and renovations, as necessary.

- Effectively oversee the Safety Committee, implement the Safety Program, and distribute to all appropriate operational staff and designated site personnel the necessary policies, instructions, templates, check lists, quality control audits and logs
- Oversee weekly vehicle inspection forms, ensuring that all employees adhere to submission guidelines. Reported vehicle issues and maintenance requests should be promptly communicated to the Fleet and Facility Manager.
- Conduct safety audits, inspections, and risk assessments in partnership with site safety teams.
- Assist in incident investigations and implement corrective actions while maintaining accurate records of safety training and incident reports.
- Promote safety awareness and act as a liaison between Human Resources and department teams.
- Perform other miscellaneous duties as assigned by management.
- Engage in regular and periodic reviews with supervisor.
- Accept direction with a positive attitude.

### **SKILLS AND COMPETENCIES:**

- Proven experience and knowledge in human resources relate to a strong understanding of human resource principles, practices, company policies, procedures, products, and services.
- Excellent interpersonal communication skills are required to effectively interact with employees at all levels of the organization in a courteous and professional manner.
- Proficient in analysis, problem-solving, time management, and organization. Maintains confidentiality of company records as needed and exercises discretion when handling sensitive information.
- Able to work collaboratively in a team and goal-oriented environment, consistently contributing to group objectives while supporting colleagues. Demonstrate adaptability and a commitment to shared success through effective communication and cooperation.
- Knowledge of worker's compensation and property/automobile insurance claims administration.
- Proficient in using various HRIS software systems and the full Microsoft 365 suite.
- Skilled in operating a personal computer using database, word processing, and spreadsheet software.
- Ability to work effectively as a team player and individually.
- Ability to demonstrate correct use of safety equipment and enforce its use.
- Ability to complete work accurately under time constraints and deadlines.
- Knowledge of general office practices and procedures.

### **EDUCATION AND EXPERIENCE:**

- Associate's Degree in Human Resources, Business Management, or related field required
- 3-5 years of progressive experience in Human Resources in areas of risk management, worker's compensation administration, fleet management or a related field, or equivalent work experience.
- Bachelor's Degree preferred
- Safety Certification or coursework preferred (OSHA 10, OSHA 30)
- Experience in construction, logistics, or industrial environments is an asset.

*Note: Any equivalent combination of education, training, and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements*

### **ESSENTIAL JOB FUNCTIONS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Sit or stand for extended periods of time in an office setting.

- Must be able to use hands, to sit, and to lift up to 25 lbs., stoop, bend, reach with hands/arms.
- Respond promptly to workplace incidents or employee concerns.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.
- Must be able to perform and complete multiple tasks under tight deadlines.

## **ADDITIONAL REQUIREMENTS:**

- Financial Background Disclosure may be required.
- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Able to obtain and maintain a valid Arizona driver's license, have a good driving record, and be insured under the Company's insurance policy.
- Will be required to pass a pre-employment drug test and background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

**Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.**