



TITLE: PEOPLE COORDINATOR
LOCATION: OCILLA, GA

ADAMA Georgia is a part of ADAMA Agricultural Solutions Ltd., with world-wide sales of \$3.9 Billion USD, ranking it sixth among global agrochemical companies. We have two formulation and packaging facilities and a local warehouse for 25+ branded insecticides, fungicides and herbicides from a portfolio of more than 20 strategic active ingredients. Production is supported by a highly talented and experienced leadership team.

Individuals looking to gain experience in an exciting, empowering, challenging and highly rewarding role in the production of crop protection products, please consider this your invitation to apply!

Role Summary:

We are looking to hire an experienced People Coordinator for our ADAMA Georgia team that can effectively contribute to the advancement of our People Initiatives. This role will primarily support initiatives in our Ocilla, GA facility, and will also provide support to our Tifton, GA sites. We are looking for a dynamic and enthusiastic team player that can respond with agility in a fast-paced environment.

Key Accountabilities and Responsibilities:

- Assist in talent acquisition and recruitment processes for both full-time and temporary positions.
- Maintain HR databases using various HR software. Verify accuracy of data, investigate causes of discrepancies, and make necessary corrections.
- Conduct employee onboarding and offboarding.
- Provide support to employees and managers with general questions regarding human resources policies, programs, and services.
- Assist in implementation of human resource policies.
- Maintain ADAMA GA Facebook Page .
- Assist with general support and coordination of department events, communications, meetings and initiatives related to wellness program activities, training, performance management, organizational policies, procedures and changes.


- Work as part of the team to support and achieve departmental goals and targets as outlined on the departmental scorecard.
- Coordinate with office staff in support of overall office administrative tasks including but not limited to telephone coverage, mail processing and distribution, receiving packages; other administrative duties as assigned.

*Other duties may be assigned by management.

Critical Experiences for Success:

- At least two (2) years of relevant HR work experience.
- PHR Certification or any HR Certifications a plus.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.
- Bilingual in Spanish is a plus.
- Experienced in accounting software or ADP Payroll System preferred.
- Experience with SuccessFactors software preferred.
- Proficiency in Microsoft Office Applications such Excel, Outlook, PowerPoint, and Word.

Education:

- Bachelor's degree required, preferably in Human Resources or related field 

Functional Excellence:

- Strong interpersonal, verbal, and written communication skills.
- Time management skills to prioritize and meet deadlines.
- Friendly, detail oriented, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes, and resolve routine problems.
- Team player with a "can do" attitude that can work in a fast-paced environment.
- Ability to establish and maintain a professional atmosphere for employees, clients, and customers.