



Confidential HR Coordinator (PT) - Shadyside #40

Contact: GIANT EAGLE

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https://countybuyselltrade.com/jobs/confidential-hr-coordinator-pt-shadyside-40_pittsburgh_235696

Address:

Pittsburgh

Price:

Check with seller

Details **Apply** **About Us** **Who We Are:** Finding a career in a new world of food is closer than you think. Market District is a food destination that is a big part of the Giant Eagle family of stores. At Market District, we celebrate a passion for amazing food and food expertise by combining the best of everyday grocery shopping with foods, ingredients and services rarely found in traditional supermarkets. In 13 locations in southwestern Pennsylvania, Ohio and Indiana, the Market District stores feature teams of chefs and other culinary professionals preparing fresh foods from scratch every day. All of our Team Members, Chefs and other culinary professionals are expertly trained to provide unsurpassed quality and service. And we love FOOD! Our Market District family has a special heart for Team Members who understand the difference between making a meal and making an adventure. That's a quality we want to help grow, so we take care to match the best candidates to their perfect roles. That simply makes good sense, and we think our Team Members appreciate knowing that we're setting them up for success the moment they walk through our doors. We know you'll deliver exceptional experiences for our guests when we deliver unparalleled experiences for you. **Position Summary** This position will support the administrative functions of Human Resources that directly affect team members in the retail stores. **Job Responsibilities** Process weekly payroll, including pre-close, pay report review, overtime & labor reporting, payroll submission, paycheck adjustments, accumulated hours book, and vacation and holiday tracking to guarantee team members receive accurate pay. Manage attendance tracking of both tardies and absence incidents of all team members, maintaining documentation of attendance write-ups, proper disposition of medical documents and doctor's excuses to ensure accurate records are retained for the store's reference. Assist with team member issues, including leaves of absence, payroll discrepancies, contacting the Team Member Relations Specialist with complaints and concerns, coordination of unemployment documentation and witnesses for hearings, and encouraging open lines of communication with the Store Leader, TMRS, and Department Leaders to ensure each team members' needs are met. Creating and posting requisitions for open positions; Reviewing qualified candidates; Completing phone screens/interviews and coordinating Hiring Manager Interviews; Organize and facilitate Store Orientations, including creating name tags, scheduling new hires for orientation, reviewing policies and procedures, ordering uniforms, completing new

hire paperwork and I-9 verifications, coordinating store hiring needs, follow up on background surveys, submit status change notifications, process transactions and terminations, incorporate Human Resources sources to ensure accurate and timely information is obtained. Inconsistent information can be resolved and provide accurate information.



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