



Curt Manufacturing in Eau Claire, WI is now a **Lippert Company**. Come join the **Curt by Lippert** team and become part of the industry-leading manufacturer of USA-made custom towing and truck accessories.

Lippert is a leading, global manufacturer and supplier of highly engineered products and customized solutions, dedicated to shaping, growing, and bettering the RV, marine, automotive, commercial vehicle and building products industries. We combine our strategic manufacturing capabilities with the power of our winning team culture to deliver unrivaled customer service, award-winning innovation, and premium products to all our customers.

View the full job description and apply at www.lippert.com/careers

Human Resource Coordinator

Our Human Resource Coordinator will support the Human Resource department in partnering with department leaders to create a premier work environment. This position will also directly serve Team Members by answering or directing Human Resource questions and driving engagement.

Duties and Responsibilities

- Promote and foster a healthy work environment; raise awareness of available programs to assist Team Members.
- Answer Team Member questions related to human resource policy; provide written and verbal communication to Team Members in a confidential manner.
- Advise leaders on people issues, elevating complex issues to Representative or Leader.
- Provide payroll assistance:
 1. Conduct weekly audit, report and assist in clearing exceptions.
 2. Responsible for communicating with third party staffing agencies regarding payroll.
 3. Answer Team Member questions regarding payroll.
- Report on online training completion and assist Team Members in completing assigned courses.
- Acts as on-site contact for Leaves of Absence.



- Conduct New Hire orientation and has shared responsibility in onboarding process.
- Participate in recruitment and interview activities.
- Assist Team Members with enrolling in benefits, including presenting open enrollment meetings.
- Responsible for collaboratively implementing Team Member recognition programs and fostering engagement.
- Assist in internal and external marketing efforts.
- Other duties as assigned.

Preferred Education and Experience

- 2-year HR degree or Bachelor's degree in HR
- Minimum of 1 year of experience in a human resources department
- Minimum of 1 year of experience in a role requiring strong computer skills (i.e. Microsoft Excel, Word, Outlook)
- Ability to multitask with different requirements applying to the position.

Why We are Different:

We have intentionally created a culture that values and celebrates our team members' unique and varied backgrounds, perspectives, and experiences. We strive to give our team members a deeper sense of purpose at work, and we continue to build a better work environment by aligning our cultural and business strategies with the needs of our team members.

AAP/EEO Statement:

Lippert provides equal employment opportunity to all team members and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, ancestry, age, genetic information, disability, citizen status, veteran status, military service, marital status or any other legally protected category as established by federal, state, or local law. This policy governs all employment decisions, including recruitment, hiring, job assignment, compensation, training, promotion, discipline, transfer, leave-of-absence, access to benefits, layoff, recall, termination and other personnel matters. All employment and personnel-related decisions are based solely upon legitimate,



job-related factors, such as skill, ability, past performance, and length of service with Lippert.

Lippert's strong commitment to equal employment opportunity requires a commitment by each individual team member. Compliance with the letter and spirit of this policy is required of all team members. Violations of this policy should be immediately reported to your leader or to any member of leadership. Team members who violate this policy will be subject to disciplinary action, up to and including termination of employment.