

Human Resources Coordinator

Scientific Protein Laboratories, a biopharmaceutical manufacturer of Active Pharmaceutical Ingredients, located in Waunakee, WI, is currently seeking an experienced and professional Human Resources Coordinator. This is a full-time non-exempt position and reports to the Director, Human Resources. The chosen candidate will help in the interview process by working with internal department managers, outside employment agencies, internal and external candidates to schedule interviews and consolidate feedback. This individual will also provide new-hire orientation/on-boarding of employees. Must maintain a high level of data integrity by making system updates to employee data changes. This includes, but is not limited to, new hire entries, transfers, promotions, terminations, salary updates, etc. Must track leaves of absence (STD, FMLA) and other absences. Works with employees to answer basic leave questions and explain the appropriate documents to use while out on leave. Act as a liaison between employees and insurance companies to resolve basic questions and issues. Provide coordination for employee functions such as service awards, holiday party, picnic, etc. Support other human resource initiatives as job requires. Must be able to handle confidential information and, at times, sensitive issues. The successful candidate must possess strong interpersonal, communication (oral and written), organizational and telephone skills. Must be detail-oriented and be proficient in Microsoft Office (Outlook, Word, Power Point and Excel). A high level of energy, the ability to effectively multi-task and operate in a fast-paced environment are essential requirements of this position. A minimum of a high school diploma is required; a two or four year degree in a related field preferred. At least 5 years of experience working in human resources is highly preferred. Experience with human resources software (ABRA, SAP) is required.

SPL offers health, dental, vision, life, STD & LTD insurance, 401k and pension plan.

Qualified candidates can fax resumes to: (608) 849-1610 OR mail resumes to:

Scientific Protein Laboratories
Human Resources Department
700 E. Main St.
Waunakee, WI 53597

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