



LANDMARK STAFFING

HR Coordinator / Specialist

Location: Grand Junction, CO (Local Office)

Pay Rate: \$18.00 – \$22.00 / hour (Depending on Experience)

Job Type: Full-Time, Permanent

Position Overview

We are seeking a highly organized, reliable, and detail-oriented **HR Coordinator / Specialist** to join a thriving, fast-paced local organization. This is a confidential search for an internal-facing professional who will serve as a foundational support system for our operations team, supervisors, and employees.

The ideal candidate possesses strong "HR acumen"—meaning you don't just follow routine processes, but you understand *why* HR policies exist, specifically regarding company compliance and risk mitigation. This role is perfect for a motivated professional, recent college graduate, or an individual looking to firmly establish their career in human resources.

Key Responsibilities

- **Internal Customer Service:** Act as a dependable, approachable, and professional point of contact for internal staff and operations supervisors regarding HR questions and workflows.
- **HRIS & System Administration:** Maintain and update employee records within the HRIS (Human Resources Information System) and ATS (Applicant Tracking System) with a high degree of accuracy.
- **Talent Acquisition Support:** Assist with job postings, resume screening, scheduling interviews, and coordinating the onboarding process for new hires.
- **Risk Mitigation & Compliance:** Execute day-to-day HR tasks with an understanding of compliance, standard operating procedures, and confidentiality.
- **Communication & Admin:** Manage high-volume email correspondence and phone inquiries with excellent etiquette, ensuring clarity and professional boundaries.

Qualifications & Requirements

- **Experience:** 1–3 years of experience in an administrative or HR support role. *A recent college graduate with an HR/Business focus is highly encouraged to apply!*
- **Education:** High School Diploma required; Associate or Bachelor's degree is a plus, but **not required** if equivalent skills are demonstrated.
- **Technical Skills:** Familiarity or hands-on experience using an HRIS, ATS, or similar database/software platforms. Proficient in MS Office (Word, Excel, Outlook).
- **HR Acumen:** A solid baseline understanding of foundational HR principles, professionalism, and the importance of risk management in a corporate/operational environment.



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- **Soft Skills:** Outstanding telephone and email etiquette. Ability to build objective, professional rapport with operations supervisors. Exceptional organizational skills and a sharp eye for detail while handling focused tasks.

What We Offer

- Competitive hourly pay (\$18.00 - \$22.00/hr).
- A stable, professional, and supportive work environment.
- Hands-on mentorship and opportunity to sharpen specialized HR skills.