



HR and Employee Experience Coordinator * Poly Craft Industries Corp. Middletown, NY

Overview: Poly Craft Industries Corp. is seeking a HR and Employee Experience Coordinator in Middletown, NY (Orange County).

The HR and Employee Experience Coordinator will serve as the first point of contact for employees throughout their journey with the company from onboarding and orientation to day-to-day support and employee relations.

The ideal candidate is highly organized, self-driven, approachable, and able to create structure where it doesn't yet exist. They are comfortable interacting with employees at all levels of the organization and take ownership of ensuring a positive employee experience while maintaining consistency and accountability.

Key Responsibilities

Onboarding & Orientation Process

Employee Training and Internal Systems

Employee Relations and Support

Attendance and Workforce Administration

Compensation and Administrative Follow Through

Process Improvement

Additional Responsibilities

Skills required to perform the job:

Fluent in both English and Spanish (spoken and written).

Strong interpersonal and communication skills.

Excellent organizational and administrative abilities.

Ability to maintain confidentiality and exercise sound judgment.

Strong follow-through and attention to detail.

Proficiency with Microsoft Office, including Excel.

Comfortable learning and teaching new software systems.

Ability to work independently and prioritize multiple responsibilities.

Self-motivated with a proactive, solution-oriented mindset.

Requirements:

High School Diploma

2 years' experience

Reference Check

Shift, Salary, and Benefits: This is a full-time position, 8:00 AM - 5:00 PM, Monday - Friday, \$80,000 - 120,000 yearly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply email hr@polycraftind.com or at website <https://polycraftind.com/jobs/>