



## JOB POSTING

**Position:** Human Resources Coordinator II  
**Locations:** Dripping Springs, TX (Austin, TX area)  
**Description:** Expanding avionics company seeks Human Resources Coordinator II who will be assisting with HR policies and programs with emphasis on recruitment, benefits, and employee relations areas while ensuring that L2 is in full compliance with applicable laws and regulation. In addition, this position works closely with the Executive Administrator in developing, implementing and evaluating ongoing HR policies, programs, functions and activities.

### Company Quality Policy:

L2 is committed to quality and continuous improvement in all areas of our organization. We provide solutions based on our customers' needs and are dedicated to ensuring that all expectations are surpassed. We are fanatical in ensuring our solutions meet or exceed regulatory and customer requirements. Working as a team, all employees are involved in the continuous quality improvement process to ensure that the company goals for quality, timeliness, responsiveness and innovation are met, thereby ensuring customer satisfaction.

### Primary Responsibilities:

- Provide written and verbal employment verifications when requested.
- Maintain applications, resumes database, and background database.
- Assist with new hire paperwork, new hire orientations, follow up with Executive Administrator to ensure all on-boarding activities are completed prior to new hire start date.
- Assist with providing compliance in all areas of human resources
- Develop and maintain relationships with college and university placement offices as needed to support recruitment and Corporate intern program.
- Read and understand federal and state policy to include, but not limited to FLSA, FMLA, ADA/ADAA, ERISA, Patriot Act, I-9 regulation, etc.
- Coordinate electronic document retention of HR policies, forms, and documents.
- Assist with maintaing companywide job descriptions.
- Provide administrative support for the Human Resources team.
- Provide timely assistance to employees regarding benefit and human resource questions and issues.
- Assist with the delivery of communications (written and verbal) for employee and management dissemination on various human resources topics to include, but not limited to, open enrollment, wellness activities, compliance requirements, employee relations, etc.
- Participates in the execution of department goals and the automating and streamlining of various systems to improve efficiency.
- Performs benefits administration including updating broker with employee information and status, and assists in communicating benefit information to employees.
- Other duties as assigned

### Preferred Qualifications:

- Enjoys the challenges of working projects that vary greatly and have distinct potential to require significant changes or alterations in mid-stream, remaining flexible and adaptable.
- Ability to interact with and maintain external relationships with candidates and internal relationships within all departments at L2.
- Four Year College Degree or applicable experience
- Minimum 2 years Human Resources Coordinator experience
- High level of initiative and works well in a team environment
- Excellent written and verbal communication skills
- Maintain professionalism at all times
- Ability to work with minimum supervision
- Self-starter with the ability to handle multiple tasks simultaneously
- Detail oriented within a fast-paced environment
- Can handle stressful situations and deadline pressures well.
- Ability to meet or exceed expectations
- Team builder with the ability to lead and motivate others
- Strong presentation and negotiation skills
- 50 wpm typing ability
- Intermediate to advanced user capability with MS Word, Excel, PowerPoint and Outlook
- Must pass background verification and submit to company's Drug and Alcohol Abuse Program
- Must be legally able to work in the USA and supply required supporting documentation for I-9 Form

**Contact:** [careers@L2aviation.com](mailto:careers@L2aviation.com)

***L2 PROPRIETARY AND CONFIDENTIAL INFORMATION***