



Position Description

People Operations Coordinator

Essential Functions

The People Operations Coordinator will serve as a vital member of the People Operations team and will have responsibilities related to the overall support of our greatest asset – our people. In this role, you will be focused on a wide range of daily activities which provide support to the People Operations Manager, the department, as well as to all VPL employees.

- Serve as the first point of contact for most employee inquiries, providing accurate and timely responses in a professional manner.
- Maintain up to date knowledge of company policies, procedures and goals to best support employee questions and concerns.
- Serve as a resource to employees on various topics, including payroll, benefits, and PTO.
- Assist with the talent acquisition process by identifying and screening candidates and scheduling interviews.
- Attend career fairs and hiring events at local universities and high schools.
- Work with Marketing team to create collateral used to attract, motivate and educate candidates about VPL.
- Help manage the employee onboarding process, ensuring all new hires have a positive and seamless experience.
- Coordinate new hire training schedules with respective managers and teams.
- Assist with payroll processing and benefit administration.
- Keep employee records updated in HRIS platform.
- Organize and facilitate company activities such as quarterly events, holiday parties, team building activities, personal/professional development opportunities and volunteering engagements.
- Update and maintain job descriptions as needed.
- Stay current on industry trends and innovative recruiting techniques.
- Participate in exit interviews with departing employees to identify areas of improvement.



Preferred Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2+ years' experience in HR, People Operations, Recruiting or related field.
- Exposure to Labor Law and equal employment regulations.
- Experience with employee relations, payroll practices, benefits administration, and compliance.
- Excellent communication, interpersonal, and organizational skills with meticulous attention to detail.
- Outstanding service orientation, sense of urgency and high level of personal integrity.
- Ability to maintain strict confidentiality and handle sensitive information with discretion.
- Inquisitive nature and ability to identify talent.
- Ability to work independently and in a team environment with effective administration skills and ability to take the lead on more complex/open ended issues.
- Strong proficiency working in a fast-paced environment and consistently meeting deadlines.
- Capable of training team members across different departments and skill levels.
- Willingness to learn, continuously evolving company and industry specific applications, technology, and terminology.
- Competency in MS office Suite, HRIS systems, and various recruitment platforms.
- Exposure and working knowledge of Transportation & Logistics industry.

Key Performance Indicators (KPIs)

- Annual Retention %
- Time to Hire
- Cost Per Hire
- Offer Acceptance Rate
- Employee Satisfaction Score

Position Details

Department: People Operations

Reports to: People Operations Manager

Employment Status: Full Time – Salary Exempt

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Our People & Culture

VP Logistics is on a mission to provide an elite level of service to our customers while bringing them practical solutions to streamline their supply chain. Our team members must have a “whatever it takes” mindset, show up every day with a passion for excellence, and focus on building internal and external relationships. VPL was founded in 2009 and is a leading third-party logistics provider that brings transportation solutions to companies nationwide. Our people are our greatest asset and the driving force behind our continuous growth.

VP Logistics is an at-will employer.

VP Logistics is an Equal Opportunity Employer and will not discriminate based on race, color, religion, marital status, age, national origin, disability, medical condition, pregnancy, gender (orientation or identification), sexual orientation, veteran status, or any other basis covered by federal, state, or local laws. All employment decisions are based on qualifications, merit, skills, individual performance, and business needs.